

Part II Chapter 37 Goods Receipt

A. Requirements.

- 1.** These guidelines are to be followed when receiving materials and services at the various Commonwealth of Pennsylvania locations.
- 2.** This defines the manner in which materials and services are received by the Commonwealth entities to assure that the amount, quality, and price of the materials and services received are accurate, and that payment is made only for materials and services that the Commonwealth actually receives.

B. General.

- 1.** This policy provides guidelines to follow when receiving materials and services at the various Commonwealth of Pennsylvania locations.
- 2.** Agencies receiving materials and services on behalf of the Commonwealth of Pennsylvania are responsible for ensuring such materials and services are received correctly.
- 3.** Arrangements must be made to have the goods receipt processed for shipments to locations without SAP access.
- 4.** Only Commonwealth employees with the authority to receive a shipment may sign the shipment receipt.
- 5.** Upon receipt of the item, the receiver will count the material and verify quantity and unit of measure that is on the packing slip. The receiver must sign the packing slip (acknowledging the count is correct), and denote the date and time of receipt.
- 6.** All shortages and damages must be noted on the packing slip, Bill of Lading and in the receiving log prior to signing it. If a receipt is in question, contact your supervisor immediately for instructions.
 - a.** A Bill of Lading is not a packing slip. It is strictly for use in the transportation industry.
- 7.** For all transactions, the receiver should complete the SAP Materials Receipt process within 48 hours (excluding weekends and holidays) in order for the Comptroller to remit payment. The department/agency is responsible for assuring that such receiving verification and notification occurs within their organization.
- 8.** The goods receipt applies to both materials received and services performed for the agency.
- 9.** Comptroller offices have the sole responsibility for processing payments for purchase orders.

C. Procedures.

1. Agency.

- a.** The Agency representative verifies receipt of all materials and services purchased.
- b.** Provides receipt acknowledgement and process the goods receipt within the system no later than 48 hours after receipt so that Accounts Payable may release payment for processing.
 - (1)** For market/date indexed contracts, the receipt should occur immediately because the unit price at time of invoice is determined by the goods receipt date.

2. Comptroller.

- a.** The comptroller enters the invoice and the system matches the goods receipt with the purchase order and the invoice. If the goods receipt has not been entered, the invoice will block; and
- b.** Forwards the invoice to the Treasury Department.