LAKE-SUMTER STATE COLLEGE
BUSINESS SERVICES
RECEIVING REPORT INSTRUCTIONS

Below are instructions for completing the updated Receiving Report for products received by LSSC departments. A SAMPLE packet of a complete Purchase Order is included for reference.

❖ Accounts Payable (A/P) will receive an invoice from a vendor for products shipped to an LSSC department. Upon receipt, A/P will email the following three documents to the department Budget Manager:
  ➢ A Receiving Report with the Purchase Order (PO) number entered (fillable form).
  ➢ A copy of the actual invoice received from the vendor.
  ➢ A copy of the Purchase Order associated with the invoice.
❖ Upon receipt of the packet, the department will complete the Receiving Report and return the packet to Accounts Payable within 5 business days so that payment can be released in a timely manner.

**Completing the Receiving Report:**

❖ The department will compare the PO and Invoice against the product(s) actually received to verify receipt of the goods.
  ➢ If all products are received, simply check “Approve Invoice for Payment in Full”, print, sign, staple and return the entire packet to Accounts Payable through Interdepartmental mail.
  ➢ If a portion of the goods is received, cross through the items not received on the invoice so that Accounts Payable will not release payment for those items. Check “Approve Invoice for Partial Payment”, print, sign, staple and return the entire packet to Accounts Payable through Interdepartmental mail.
  ➢ If no goods have been received or if there are other reasons that A/P does not need to release payment, department will check “No Payment Approved for this Invoice”, print, sign, staple and return the entire packet to Accounts Payable through Interdepartmental mail. *Please include a description if department checks “Other” so that A/P can follow up with the vendor.*
❖ Upon receipt of the Receiving Report from the department, Accounts Payable will release payment. If a Partial/Receiving Report was completed, A/P will email an updated packet to the department as additional invoices are received.
PO01191X

PO Number

Please provide PO Number in box above.
Please check one of the three boxes below and provide the information requested with box chosen.

☐ Approve invoice for Payment in Full

Date Product or Service Received

Order complete. Close PO

Yes

YES or NO

☐ Approve Invoice for Partial Payment

(on attached invoice, cross through items not received and amounts not to pay)

☐ No Payment approved for this Invoice

Product or Service Not Received

Other Reason for non-payment (explain below)


XX

Signature

XX

Printed Name

XX/XX/XX

Date

Please return to:

Business Services, ACCOUNTS PAYABLE
Leesburg Campus, Williams Johnson Building
**Original Invoice**

Flinn Invoice No.: 
Flinn Order No.: 14-26891

Ship To: 
Page No.: 1

LAKE-SUMTER STATE CLG-LEESBURG - 34788
9501 US HWY 441
LEESBURG, FL 34788

LAKE-SUMTER STATE CLG-LEESBURG
ERIN NORTH/SCIENCE
LEESBURG, FL 34788

<table>
<thead>
<tr>
<th>Customer Order No.</th>
<th>Date Shipped</th>
<th>Shipped Via</th>
<th>Invoice Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>P001191X</td>
<td>03/11/2014</td>
<td>FED EX GROUND</td>
<td>03/11/2014</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Catalog Number</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>AP9095</td>
<td>THIN LAYER CHROMATOGRAPHY SHEET, 20x20 CM</td>
<td>$17.19</td>
<td>$85.95</td>
</tr>
<tr>
<td>2</td>
<td>A0010</td>
<td>ACETONE, REAGENT, 4 LITER</td>
<td>$27.91</td>
<td>$55.82</td>
</tr>
<tr>
<td>1</td>
<td>AP7286</td>
<td>OTTER GOGGLE SAFETY POSTER FOLDED IN 4</td>
<td>FREE</td>
<td>FREE</td>
</tr>
<tr>
<td>1</td>
<td>AP7713</td>
<td>SDS CD-ROM, W/ SLEEVE</td>
<td>FREE</td>
<td>FREE</td>
</tr>
<tr>
<td>1</td>
<td>AP6872</td>
<td>THE OFFICIAL FLINN GOODY BAG</td>
<td>FREE</td>
<td>FREE</td>
</tr>
</tbody>
</table>

*** COMMENTS ***

THANK YOU FOR YOUR ORDER! TERMS OF YOUR QUOTE HAVE BEEN APPLIED. ANY TAX APPEARING IS DUE TO THE CURRENT FEDEX GROUND HAZARD SURCHARGE.

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Thank You for Your Valued Order!

Our terms are Net 30 Days. If you are required to pay tax on your purchase and it is not included on this invoice, please pay it directly. If you have a problem of any kind with this invoice, please call our customer service department at 1-800-841-3164. Do not return any material without prior authorization.

Please include Invoice Number with Payment.

<table>
<thead>
<tr>
<th>Transportation and Insurance</th>
<th>$19.75</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>$161.52</strong></td>
</tr>
</tbody>
</table>
**LAKE-SUMTER STATE COLLEGE**
9501 U.S. Hwy. 441
Leesburg, Florida 34788-8798
Telephone: (352) 787-3747
Fax: (352) 365-3598

**Vendor Number:** FLISCI

**PURCHASE ORDER NO. P001191X**

*This number must appear on all invoices, packages and correspondences.*

**Requirements:**
- See attached Terms and Conditions

**Vendor:** Flinn Scientific Inc
PO Box 219
Batavia IL 60510

**Ship To:** Lake Sumter Community College
1250 N. Hancock Rd (South Lake Campus)
Clermont, FL 34711

**ORDER DATE:** 03/10/14

**DELIVER BY:** 04/10/14

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Thin layer Chromatography Sheet 20x20cm Catalog #AP9095</td>
<td>5.00</td>
<td>EA</td>
<td>17.1900</td>
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<tr>
<td>2</td>
<td>Acetone, Reagent, 4 liter Catalog #A00110</td>
<td>2.00</td>
<td>EA</td>
<td>27.9090</td>
</tr>
<tr>
<td>3</td>
<td>Hazardous shipping fee</td>
<td>1.00</td>
<td>EA</td>
<td>19.7500</td>
</tr>
</tbody>
</table>

**PO Total:** 161.52

**INSTRUCTIONS**

1. This PO number must be on all related invoices, packages, shipping documents, and correspondence.

2. EMail each invoice including PO to: Lake Sumter State College AccountsPayable@LSSC.edu 9601 US Hwy 441 Leesburg, FL 34788

3. F.O.B. Destination

**FLORIDA SALES TAX EXEMPT NO.**
85-80131976360-5

**FUNDS TO PAY THIS PURCHASE ARE AUTHORIZED AND ARE ENCUMBERED**

Purchasing Officer

**BUYER:** Bill Ponko