Receiving

Entering a receipt is **required** for orders funded with **State or Federal Funds** or **Capital and Control Assets** or more than **$4,999.99** (excluding Amount Only)

**State Fund Codes:** 21xx (any fund code starting with 21)

**Fund Codes:** 5100 – 5499 (Federal, state, local and private grants, contracts and agreements (majority is federal)

**Capital:** Any equipment, other than software purchased on 09/01/09 or later, with a unit cost of $5,000 or more is considered ‘capitalized equipment’ and is recorded to UTSA’s inventory.

**Controlled Items ($500 to $4,999.99):** Stereo Systems, Cameras / Video Recorders, Computers, Data Projectors, TV/VCR/Camcorder/Laserdisk Player,

**Controlled Items (at any cost):** Guns: handguns, rifles, automatic weapons, shotguns, Artwork

**NOTE:** DTS will not process payment if receiving report has NOT been completed
Receiving

**Summary**

**Receipt Name:** 2017-05-18_re_requestor_01  
**Receipt Create Date:** 5/18/2017 9:08:28 AM  
**Source:** Manual

**Header Information**

<table>
<thead>
<tr>
<th>Receipt No.</th>
<th>Receipt Date</th>
<th>Packing Slip No.</th>
<th>Supplier Name</th>
<th>Received by</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/18/2017</td>
<td></td>
<td></td>
<td>Summus - Dell</td>
<td>Rowdy Exchange Requestor</td>
</tr>
</tbody>
</table>

**Receipt Address**

The University of Texas at San Antonio  
One UTSA Circle  
San Antonio, TX 78249  
United States

**Carrier:** Other

**Tracking No.:**

**Attachments:**

**Notes:**

1000 Characters Max

**Receipt Lines**

<table>
<thead>
<tr>
<th>PO No.</th>
<th>PO Line No.</th>
<th>Product Name</th>
<th>Catalog No.</th>
<th>Qty/UOM ordered</th>
<th>Previous Receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO-0001114</td>
<td>1</td>
<td>OptiPlex 7440 AIO; OptiPlex 7440 AIO BTX</td>
<td>210-AFLP</td>
<td>5 EA</td>
<td></td>
</tr>
</tbody>
</table>

**Actions:**

- Quantity: 5
- **Add to Inventory:**
- **Line Status:** Received
- **Actions:** Remove Line, Receive & Return