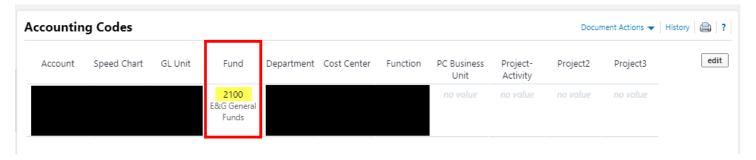
## Receiving

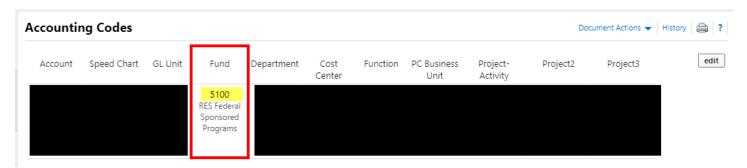
Receiving Reports **are** important and required on certain purchases. Purchases using these codes cannot process payment without a receiving report. Entering a receipt is **required** for orders funded with **State or Federal Funds or Capital and Control Assets or purchases more than \$4,999.99** (excluding Amount Only items)

Listed are Fund Codes, Account Codes and Descriptions that will require a receipt. \*Note this is a partial list of Codes. For additional Account Codes use link <u>Account</u> Codes\*

**Example: State Fund codes:** 21xx (Any fund code starting with 21)

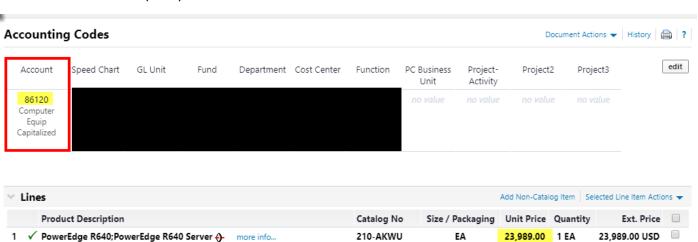


**Example: Fund Codes:** 5100-5499 (Federal, state, local and private grants, contracts and agreements)



### **Capitalized Purchases**

86110	\$5,000 or more	Furniture & Equipment
86120	\$5,000 or more	Computer Equipment
88210	\$100,000 or more	Computer Software
86115	\$5,000 or more	Telecommunication Equipment
86401	\$5,000 or more	All Artwork, Collections, Museum Artifacts
86201	\$5,000 or more	Motor Vehicles: Passenger Cars
86202	\$5,000 or more Vehicle (UAV): Drones	Motor Vehicles: Truck, Van, Bus, Unmanned Aerial



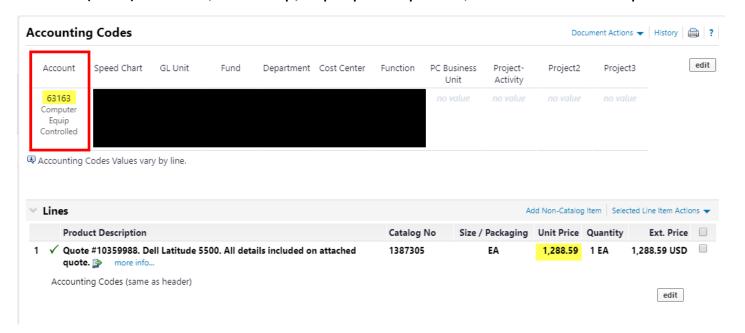
#### Accounting Codes (same as header)

#### **Controlled Purchases**

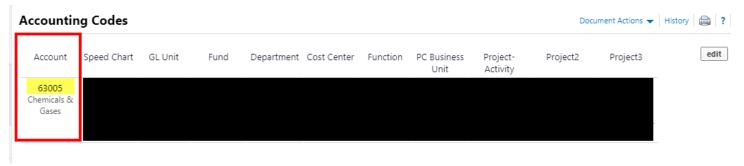
63161 Any Amount Hand Guns, Rifles, Shotguns

63162	\$500-\$4,999.99	Cameras, Camcorders, Video Recorders/Players, Sound Systems, TVs,
	Projectors, Unmanned Aerial Vehicle (UAV): Drones	
63163	\$500-\$4,999.99	Desktop/Laptop Computers, Tablets and Smartphones
63004	Any Amount	Food for Research
63005	Any Amount	Chemicals & Gases
63203	Any Amount	Animals

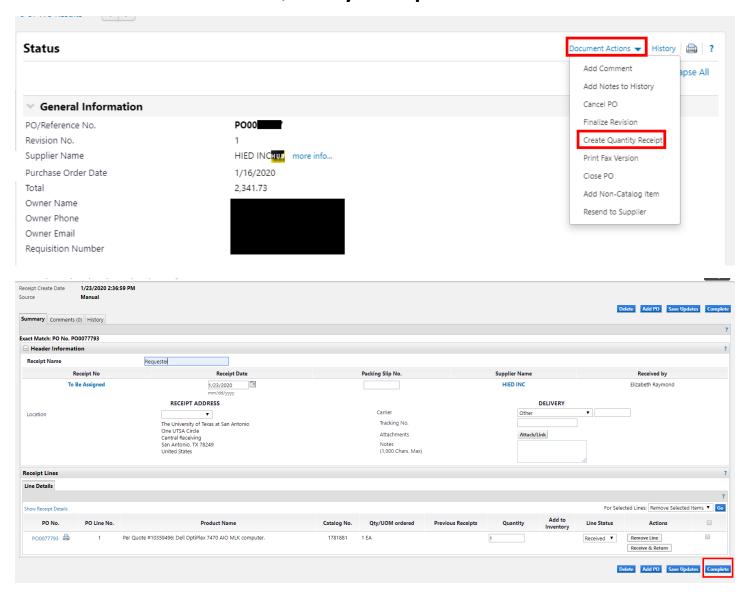
**Example: Controlled items:** (\$500 to \$4,999.99) Cameras, Camcorders, Video Recorders/Players, Sound Systems, TVs, Projectors, Unmanned Aerial Vehicle (UAV): Drones, Desktop/Laptop Computers, Tablets and Smartphones



**Example: Controlled items (at any cost):** Guns (handguns, rifles, automatic weapons, shotguns), Artwork, Specified Lasers, Encryption Technology, Sensors, Propulsion Systems, Infectious Agents, Food for Research, Toxins, Chemicals & Gases, Animals and Certain Materials for the Manufacture of Controlled Goods

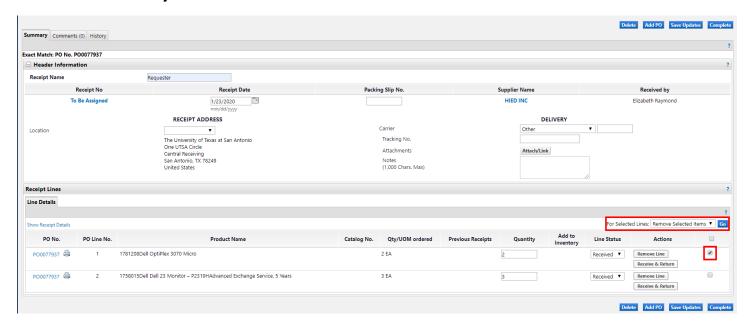


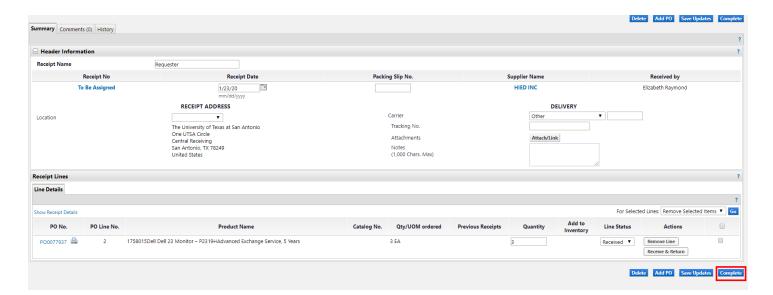
## To receive select "Create Quantity Receipt" from "Document Actions"



Complete Receiving Report by clicking "Complete"

# For Partial Receiving: Check item not received. Click "Go" (Remove Selected Items)





Complete Receiving Report by clicking "Complete"