

**GOOD RECEIVING PRACTICES
INVOICES**

Needlepoint this:

“When we receive ordered goods, we will

Open the box, and

Verify the contents against the Packing Slip.

If the order is correct and received in good condition, we will

Sign and date the Packing Slip.

Most importantly, we promise to

Forward the signed Packing Slips to Accounts Payable.”

If Accounts Payable does not have proof that you received your goods, they cannot pay the vendor's invoice.

If even one invoice is not paid or past due, the District may be put on Credit Hold by the vendor. Last year, Office Depot, Home Depot, and School Specialty all put BUSD on credit hold, disallowing more purchases until the account was current.

If Accounts Payable staff requests verification of receipt of goods, i.e. your signature on an invoice, don't ignore them! Check that you have received the goods, sign the invoice if you have, and send it back to them in the Inter-District Mail.

Don't jeopardize the ability of your site and all 17 others to order and receive products quickly. Turn in your **signed** Packing Slips and/or Invoices!