



Procurement Services Office  
 Ikenberry Hall  
 Room 217  
 P: 304-876-5216

## Cardholder Instructions: Documenting the Receipt of Goods/Services

State Auditor’s Legislative Rule 155 CSR 1, §155-1-5 requires that “receiving reports” be filed with State Auditor’s Office (via wvOasis) for all commodities and/or services purchased for the State. **Please Note:** Receiving information as documented below is required for all commodities and/or services received that are expensed to the account codes found here: <http://www.shepherd.edu/wordpress-1/wp-content/uploads/2017/01/Account-Codes-that-Require-Receiving-Reports.pdf> .

Lack of completing the requirements below will be considered as “receipt and supporting documentation not provided or submitted” and will be assigned points based on the number of requests made for the information.

At Shepherd University, P-Card “receiving reports” include:

- **Signing and stating in writing** that goods/services were received **and the date they were received** on **itemized invoice or itemized packing slip**.

### Example 1A:

6/26/2017 Amazon.com - Order 109-7296032-6789842

amazon.com

**Final Details for Order #109-7296032-6789842**  
 Print this page for your records.

**Order Placed:** April 18, 2016  
**Amazon.com order number:** 109-7296032-6789842  
**Order Total:** \$34.38

**Shipped on April 18, 2016**

Items Ordered	Price
1 of: Graphique de France Gold Heart File Folders Sold by: Juvo+ (seller profile)	\$15.95
Condition: New	
1 of: Post-It Super Sticky Notes, 4 in x 4 in, Rio de Janeiro Collection, Lined, 6 Pads/Pack (675-6SSUC) Sold by: Amazon.com LLC	\$11.59
Condition: New	
1 of: Redi-Tag Divider Sticky Notes 60 Ruled Notes, 4 x 6 Inches, Assorted Neon Colors (29500) Sold by: Amazon.com LLC	\$5.79
Condition: New	

*Received 04/20/16 Jynika M. Eubank*

### Example 1B:

**Final Details for Order #109-7296032-6789842**  
 Print this page for your records.

**Order Placed:** April 18, 2016  
**Amazon.com order number:** 109-7296032-6789842  
**Order Total:** \$34.38


**Shipped on April 18, 2016**

Items Ordered	Price
1 of: Graphique de France Gold Heart File Folders Sold by: Juvo+ (seller profile)	\$15.95
Condition: New	
1 of: Post-It Super Sticky Notes, 4 in x 4 in, Rio de Janeiro Collection, Lined, 6 Pads/Pack (675-6SSUC) Sold by: Amazon.com LLC	\$11.59
Condition: New	
1 of: Redi-Tag Divider Sticky Notes 60 Ruled Notes, 4 x 6 Inches, Assorted Neon Colors (29500) Sold by: Amazon.com LLC	\$5.79
Condition: New	

Invoice Received Date 04/20/16  
 Merchandise Received Date 04/20/16  
 I hereby certify that the items listed hereon have been received and are approved for payment.  
*Jynika M. Eubank*

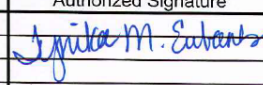
- Completing and attaching in Oasis, a Receiving Report document with list of goods (to match what was charged on the invoice), signature of receiver and date goods were received.

**Example 2:**



State Org #  
 \*P-Card

### Receiving Report

Vendor Name: Amazon		State Org Name: Shepherd University			
Vendor Address: Online Purchase		WVOASIS Document ID:			
Qty	Description of Commodities	Printed Name	Authorized Signature	User ID	Date
1	Graphique de France Gold Heart File Folders	Tynika Eubanks			04/20/16
1	Post-It Super Sticky Notes, 4 in x 4 in	↓			
1	Redi-Tag Divider Sticky Notes 60 Ruled Notes 4x6	↓			↓

The Receiving Report Document can be found here:  
<http://www.shepherd.edu/procurement/procurement-forms> .

- Successful completion of the transaction's Receipt Date and Receiver (the Oasis Username of the individual confirming goods/services were received) fields on the PRCUU table by the cardholder.

**Example 3:**

**General Info**

Administrator ID : 40911 PCard ID : 13967 Card Number : [REDACTED] Cardholder Name : [REDACTED] Master Account : [REDACTED] Merchant ID : 175824000152720 Merchant Name : DMI DELL HLTHCR/REL Transaction Date : 03/03/2017 Bank Posting Date : 03/06/2017 Taxpayer ID Type : Taxpayer ID : 742616805 Amount : \$408.04 Reconciliation Status : Not Reconciled Dispute Reason Code : Dispute Reason Description : Dispute Comments :	Pay : <input type="checkbox"/> Reviewed : <input type="checkbox"/> Delete : <input type="checkbox"/> Unprocessed Reason ID : 3,4 Transaction ID Number : 1714015 Transaction Reference Number : 246921670620002488300 Billing Cycle Start Date : 03/04/2017 Billing Cycle End Date : 04/03/2017 Schedule Payment Date : 04/21/2017 MCC Code : 5045 MCC Code Description : Computers and Computer Receipt Date : 03/06/2017 Receiver : [REDACTED] Receiver Name : Traveler ID : Last Modified On : 03-07-2017 09:09:18
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If you have any questions regarding the above, please don't hesitate to contact your assigned P-Card Coordinator.