

TIP SHEET FOR DATES TO USE IN PS

Item received

Items crossing the dock
Items delivered to department
If no documentation of items received
Services
Memberships/registrations/subscriptions

Goods receipt/acceptance dates to use

Date the dock received the items
Date the department received the items
Must use invoice date
Date the service was performed/completed/accepted
End date

Invoices

Invoice received via email
Invoice received via snail mail
Invoice containing two different department stamps

Invoice receipt date to use

Date invoice received in department, can use email as backup
Date invoice received in department
Date invoice first arrived at UHCL

Receiving Reports for POs and Contracts

Goods delivered to the dock
Contracted work
Service contracts (monthly, quarterly, etc)

Receiving report dates to use

Date the dock received the items, not the department
Date the department approves work as complete and acceptable
Billing period end date