NRS Receiving Procedure

03/19/2021

Moving forward, NRS is improving the receiving procedure. For the auditing purpose, ALL backup **must have a "RECEIVED" confirmation with sign and date. "RECEIVED" can be either stamped or handwritten.**

For online order, please make sure your backup includes all the information below.
- Your name as a person who ordered the item.
- Your last 4 digits credit card number.
- Itemized receipt – All items must be listed with a description and price.
- Proof of payment – "Balance zero" or "Paid $xxx.xx"
- Date of payment.

Ideally, you have a packing slip or Shipping confirmation email besides an invoice. If not, you can use itemized receipts.

This rule applies to all kinds of purchases, Flexcard, Gateway, Miscellaneous reimbursement.

- In-store receipt –Write "Received," sign and date.
- Printed invoice/receipt – Add a "RECEIVED" stamp with wet signature and date. Then scan or take a picture.
- PDF invoice/receipt – Add a digital "RECEIVED" stamp with the automated sign and date.
- Here is the step-by-step instruction of adding a digital "RECEIVED" stamp on a PDF file.
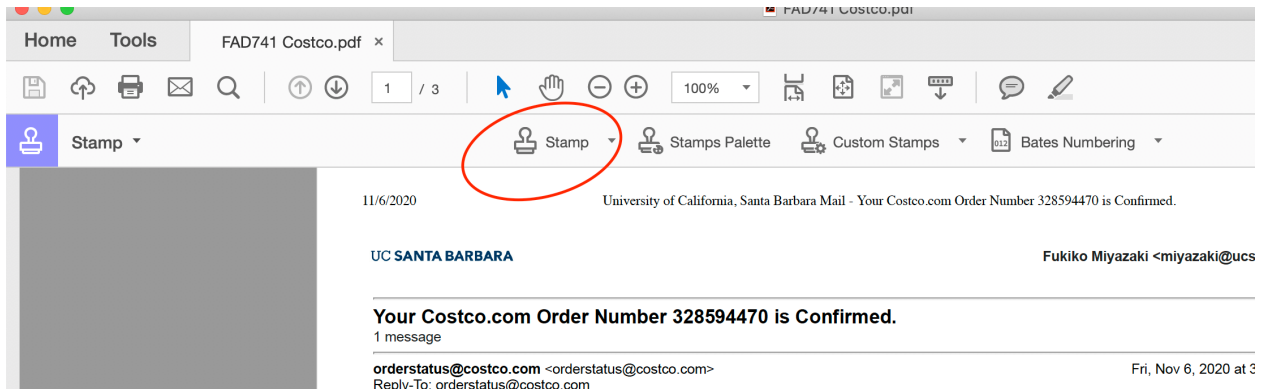
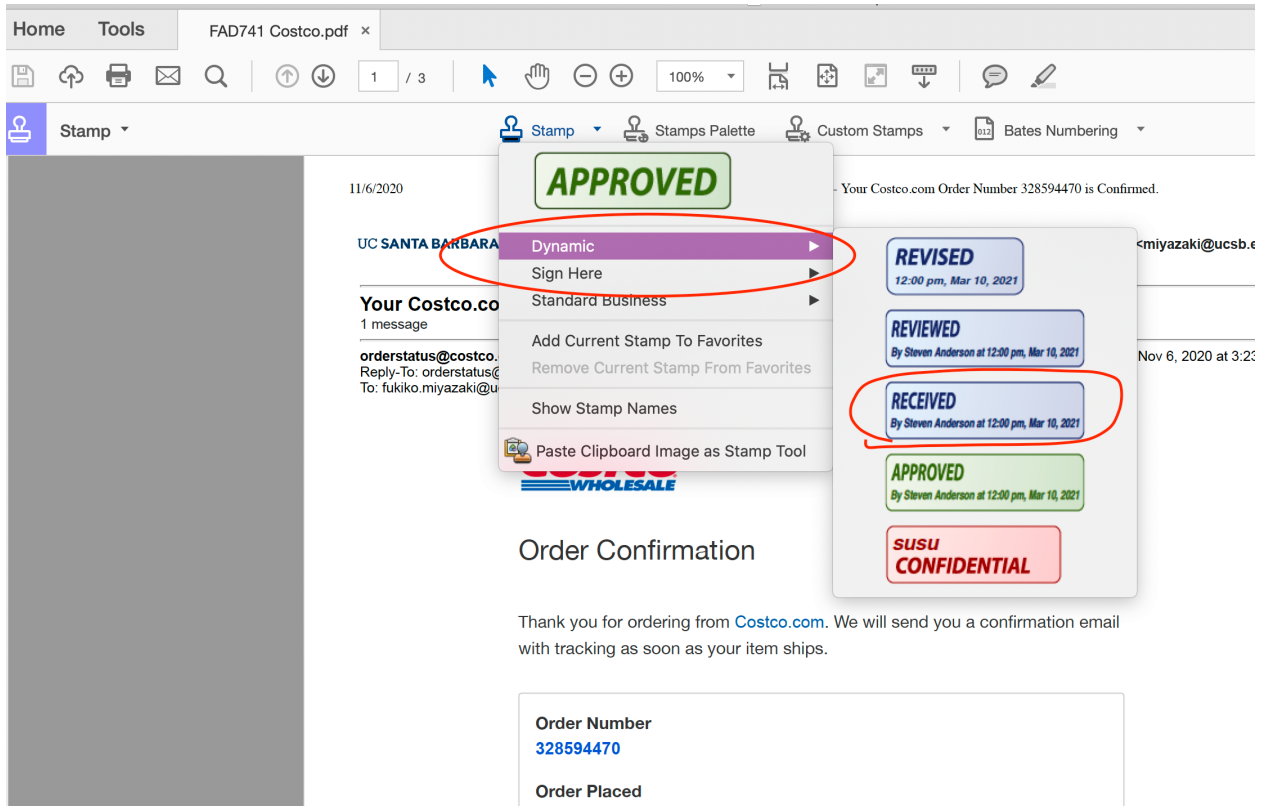1. Open PDF file > Click "Tools" on the left top.
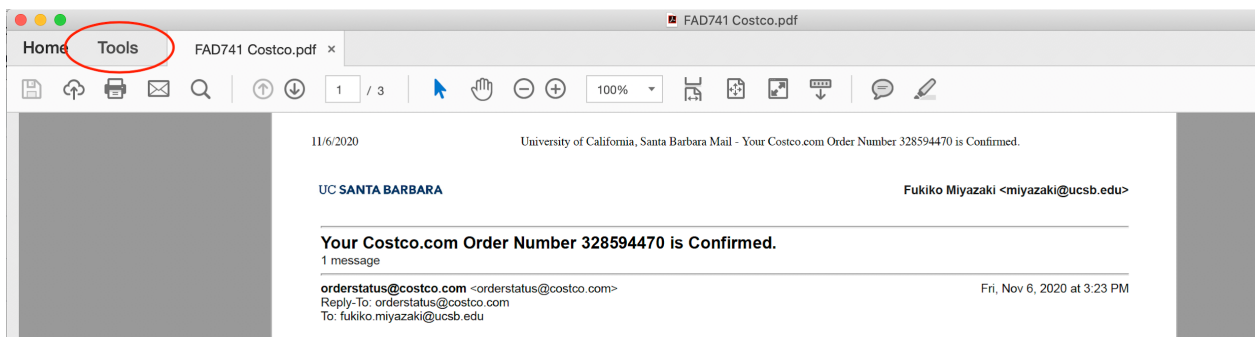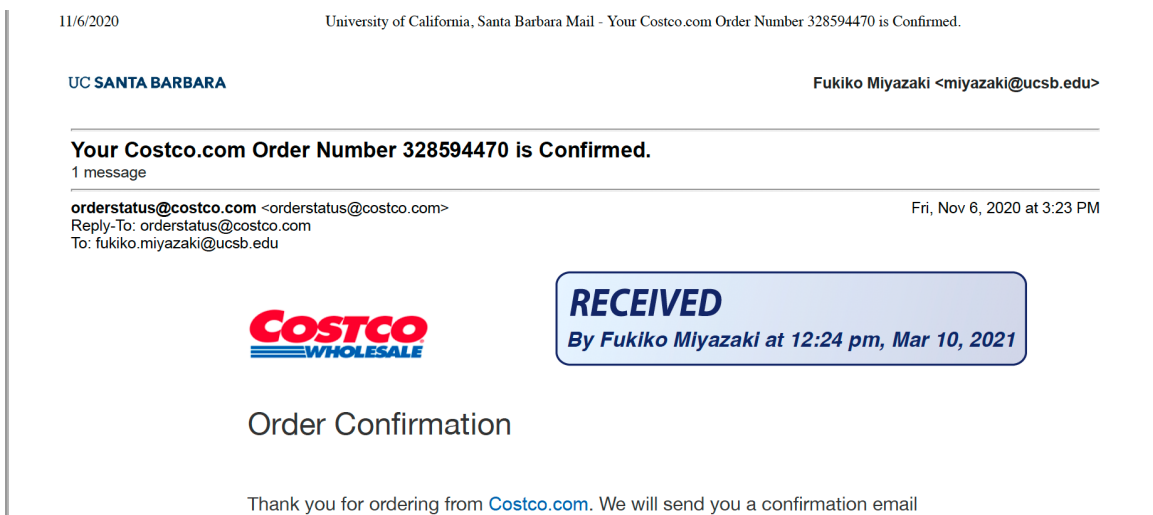
2. Click "Stamp"
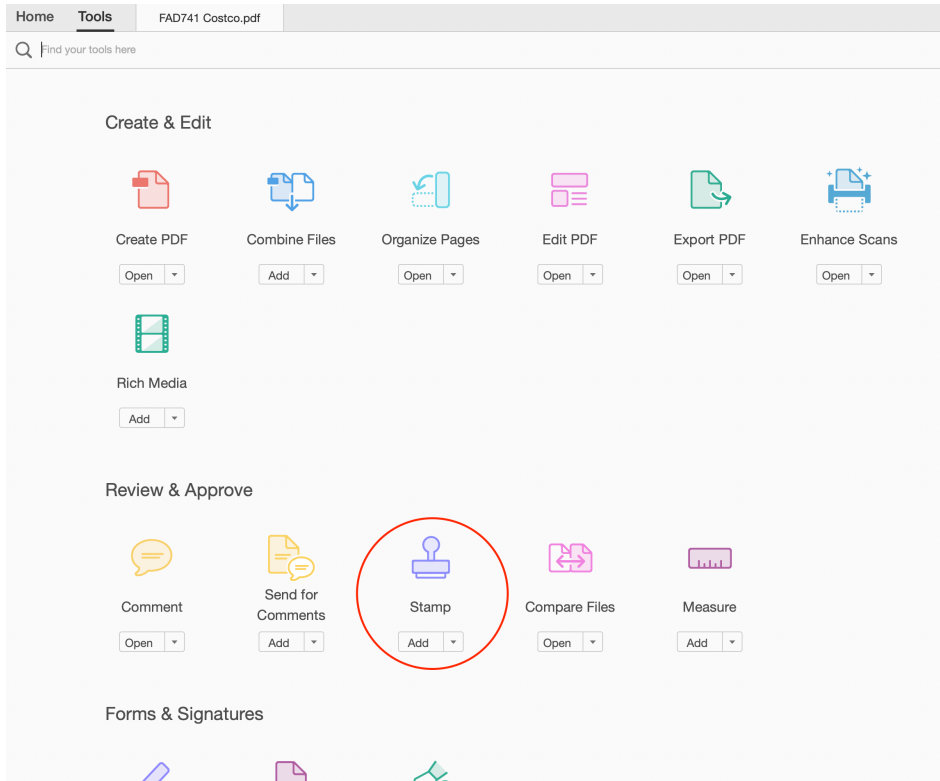
3. Select "Stamp"

4. Select "Dynamic" > "Received"

5. You can drag the stamp anywhere in the PDF. Your name and time/date is automatically included in the stamp. You can change the size as you want.

6. Save the file as **"Control#/PO#, vendor name, Total$ amount"**
   Ex: Flexcard - "FAD767, Costco, $21.35"
    Gateway – "GW367561, Costco, $21.35"

7. Upload the backup in your shared drive.
8. When a "Received" sign/date is missing on the receipt, NRS campus office will reach out to you via email. We will use your email confirmation that you have received all items as an alternative to the "Received" sign.

Flexcard Log:

- **Add a UC Vehicle number (TSxxxx)** in your log when purchase is related for any UC vehicles for tracking purpose.
- **Description** must have enough detailed information to justify it's for UC business and to determine a most appropriate fund for the purchase.
  - Ex: No = "Tools" Yes! ="Tools to fix a refrigerator at the Director's house. "