RULE 8.2 – RECEIVING GOODS AND SERVICES

Purpose

This rule defines the manner in which goods and services procured through a purchase order or contract are received by the City and County of Denver. The quality, amount, and price of the goods and services must adhere to the Purchase Order or Contract terms. The City's financial system will verify that the goods and services received match the Purchase Order and invoice, and that the payment is made only for goods and services actually received. Timely verification of receipt is necessary to avoid prompt payment interest accrual on unpaid vendor invoices.

Definition

Matching – The City's financial system process where the invoice, receipt, and purchase order agree. Matching must occur prior to an invoice being paid.

Purchase Order (PO) – A PO is a written document to a vendor formalizing all the terms and conditions of a proposed transaction, such as a description of the requested items, delivery schedule, terms of payment, and transportation. For the purpose of this rule a PO refers to either a PO or a contract.

Receive – Recognize in the City's financial system the physical receipt of goods or performance of services, received from the supplier, to the satisfaction of the agency/department.

Rule

1. All goods and services shall be received in the City's financial system of record. Invoices for goods and services not received will not be paid.
2. Agencies/department shall review the **Invoices to Receive** report and resolve all outstanding receipts at least weekly so that matching can successfully occur and the invoices pay.
3. Prompt payment interest, where applicable, will be calculated and added to a vendor's payment. Interest shall be assessed and/or allocated to the agency/department responsible for the delay in payment.

Procedures and Forms

The **Controller's Office** is responsible for any procedures and forms associated with this rule.

Adopted: 11/01/2010
Revised: