

## When is a Receipt Required?

For the purpose of this document, a receipt refers to the process in AP Director where a user creates a receipt indicating that goods have been received or services provided against a purchase order (PO).

**Items less than \$3,000 do not require a receipt** - these invoices are paid through Accounts Payable based on a two-way match between the PO and the invoice.

**Items for \$3,000 and greater require a receipt** - these invoices are paid through Accounts Payable based on a three-way match between the PO, the invoice, and the receiver.

- The person performing the receiving should be a different person than the person who approved the PO.
- Items should be receipted by the department as soon as they receive the goods or services - this step is not dependent on receiving an invoice.
- The system does permit partial receipt - if 200 items are ordered and only 180 are received, enter 180 as the receipt quantity - the system will only pay the vendor for the 180 items. If / when the other 20 items are received, this can be receipted as well.
- Similar to above, receipts can be entered based on cost instead of quantity. If a PO was generated for a \$100,000 consulting project, a cost receipt can be entered for the \$20,000 that arrives as a progress bill. The system will pay \$20,000 and leave \$80,000 remaining in the PO only if an invoice matches the receipt.
- If an invoice over \$3,000 is received prior to a PO being entered, a PO will need to be generated which will then generate an email such as the email shown below. The receipt may then be entered and the invoice will be paid.

A RECEIPT IS REQUIRED FOR Invoice#: H0123081

Dear Bradley Fralic,

A receipt is required for this invoice for matching and payment purposes. All Invoice's exceeding the threshold limits (both line and total) require receipts.

<https://solutions.sciquest.com/apps/Router/ViewBuyerInvoice?BuyerInvoiceId=82118789&AuthUser=1923461&tmstamp=1565898616357>

Once the item/service has been delivered, you can create a receipt by searching for the Invoice's PO(s) (or select the link below) and selecting "Create Qty receipt" or "Create Cost Receipt" action.

[PO#: X0225897] <https://solutions.sciquest.com/apps/Router/ViewPO?poid=97086262&AuthUser=1923461&tmstamp=1565898616358>

If you have any questions with regard to the Invoice receiving process, please contact your SelectSite Support Team.

Support Team Contact Information: Cart/Requisition/Purchase Order Questions: 713-348-4185 or [directorprocurement@rice.edu](mailto:directorprocurement@rice.edu) Receipt/Invoice/Check Request Questions: 713-348-6700 or [payment@rice.edu](mailto:payment@rice.edu)

Thank you,  
Rice University