**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**: HO123081

Dear Bradley Frick,

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


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 City receipt” or “Create Cost Receipt” action.

[PO: X0214807](https://solutions.sgipost.com/appsdBohur/ViewPO? post=07082013&Auth=issue=1924818&tmp=19658615367)

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

Support Team Contact Information: CostRequisitions/Purchase Order Questions: 713-340-4185 or [reception@rice.edu](mailto:reception@rice.edu) Receipt/Invoice/Check Request Questions: 713-340-4186 or [Finance@rice.edu](mailto:Finance@rice.edu)

Thank you,

Rice University