



I D E A FUSION

If an eReceiver has not been completed, a paper receiving report is required for invoices to be paid against eVA purchase orders with balances less than \$500 that have been liquidated and closed as part of the year end process.

This original form must be completed and submitted to Accounts Payable within 3 business days after receiving the goods/services.

Vendor Name		Vendor Invoice #	Tax ID Number	Purchase Order#	Date Goods/ Services Received
Partial Complete		omplete			
Line Item Number	Line Item Description		Quantity	Unit Price	Total
				Total	
I authorize that the goods/services listed above were received in good condition and were received on the date indicated. Any exceptions should be noted.					
Received By (Print Name)			Title		
Original Signature		D	Date Receiving Report Completed		

Accounts Payable Contact Information

Invoices A-D & K
Dee Scruggs
dscruggs@odu.edu

Invoices E-G & L-R Cardess Nixson cnixson@odu.edu Invoices H-J & S-Z Patricia Heinz pheinz@odu.edu AP Manager Barbara Stokes bstokes@odu.edu