Instructions for Merchandise Received form:

1) When you receive the goods or services please fill out the Merchandise Received form. Include the PO#, Vendor, date received and sign your name to indicate the quantity received was verified.
2) Attach the form to the invoice or receiving report and send to the AFS Business Office for payment.
3) Payments must be made within 30 days (by State law) of receipt by the University (the first person who received it). The AFS department could be liable for late interest if it is held up.
4) Any disputes with the invoice should be brought to the attention of the Purchaser who assisted you.
5) Carefully review all invoices. Reimbursable expenses should be reasonable and preferably defined in the PO or Contract.