

Procedures for Packing Slip and Invoice Processing

It is essential that the procedures of accounting for expended funds be followed carefully. The following procedures will ensure that we meet auditing standards in documenting expenditures. USL staff and Bookmobile staff will follow these procedures.

1. In pen, tick or check off each item on the packing slip or invoice as you remove it from the shipping box or package. This step provides accurate documentation that each item has been received. Please do not use “all” to replace this step.
2. If an item that was ordered was not received, make a note of this on the packing slip and initial the note.
3. Stamp the packing slip with the “Received” stamp shown below.

ordered by _____	date _____
rec'd by _____	date _____
PO# _____	unit _____
date sent to USL _____	

Please remember:

- Items or materials are **ordered** (or selected by) the Librarian.
 - Items or materials are **received** by the Technician.
 - When either of the above is reversed, such as for office supplies, initial on the appropriate line.
 - Object code is the Financial Code for the items purchased and is entered **ONLY** in the PO Request – not on the submitted paperwork (see below).
4. When no packing slip is enclosed in a shipment make a copy of the cover of the item(s) received and stamp this document with the “Received” stamp then call the company for a copy of the invoice.
 5. Fill in all the information on the stamp. For example:

ordered by <u>Shawn Bliss</u>	date <u>8/14/14</u>
rec'd by <u>J Dahl</u>	date <u>8/22/14*</u>
PO# <u>3389</u>	unit <u>3324</u>
date sent to USL <u>8/23/14</u>	

*This is the date the package arrived at the Headquarters Library.

6. Scan and email the completed packing slip and invoice; the payment packet, to the finance department, uslaccounts payable@utah.gov. All packing slips and related documentation for purchases should be scanned and sent at least weekly. This insures timely payment of invoices.
7. If documentation requesting payment is received by the finance department and all steps listed above have not been followed, the Bookmobile Program Manager will call to resolve the problem. If necessary, the Program Manager will assure that all items for which the bookmobile is requesting payment have been received. This will be noted on the paperwork and initialed and dated by the Program Manager.

OBJECT CODES**

Code	Item	Description
6251	Library Materials	Books, pamphlets, multi-volume sets. Includes McNaughton books.
6256	Library Materials	Audio-visual materials – DVD, Books on CD, Blu-Ray, etc.
6181	Office Supplies	Patron cards, barcodes, and items not covered by 6251 or 6254.
6136	Postage	Paper, pens, folders, staplers, paper clips, and similar items.
6194	Utilities – Other	Postage for meters, stamps, PO box rentals, postcards, mailing envelopes
6194	Utilities – Other	Propane

**If you need an object code number that you use often, but is not on this list, please contact the Bookmobile Program Manager by phone or email.