

## Received Orders Procedure

**When receiving order, please follow the steps below:**

1. Check off items on the packing slip to ensure all contents were shipped.
3. Make notes of missing, broken or incorrect items on the packing slip, and also via email to Carolyn Root. This way we can contact the company to get the items corrected or replaced. Please do not send broken or incorrect items to the Business Office.
2. Once all items are accounted for please sign the packing slip and send to Carolyn Root at the Central Business Office. **Your signature means that you certify that the order is correct, and that the order can be paid for.**

It is very important to take care of the paperwork as soon as possible so the payments to the vendors can be processed in a timely manner, and to ensure no other orders are being help from non-payment.

Thank you

Accounts Payable