## <u>RECEIVING</u>

AS PRODUCTS ENTER YOUR BUILDING PLEASE "RECEIVE IN"

IF ANOTHER DEPT PURCHASED PRODUCTS FOR YOUR SCHOOL

PLEASE MAKE THEM AWARE THAT THE PRODUCTS WERE DELIVERED, SO THEY CAN "RECEIVE IN"

FOR EXAMPLE: TITLE 1, ATHLETICS, GRANTS, FINE ARTS ETC.

YOU DO NOT HAVE TO "RECEIVE IN" ON BLANKET OR PAY POS.

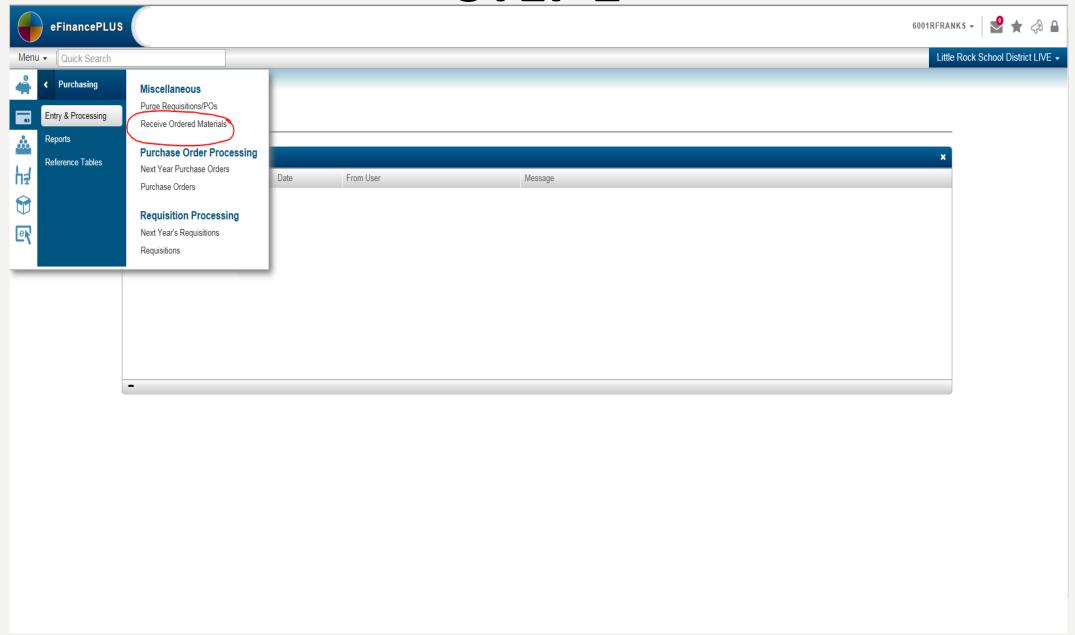
#### • REMINDER:

I CAN NOT PAY VENDORS IF THE POS ARE NOT RECEIVED

## HOW TO

# "RECEIVE IN"

IN EFINANCE



#### Little Rock School District Procurement

1800 East Sixth Street, LR, AR 72201 For Questions Re: PO, call 501-447-2260 All Products FOB Destination Delivery Hours: 8:30 sm - 3:30 pm



#### PURCHASE ORDER NO. 2000224

PAGE NO. 1

#### LITTLE ROCK

james@sportstopinc.com V 2944 E SPORTSTOP INC N P O BOX 21225 D LITTLE ROCK AR 72221 R

S BOYS ATHLETICS - LRSD
1 5701 RANCH DRIVE
P LITTLE ROCK, AR
72223
O ATTN: ATHETICS/C'DALE'S VOLLEYBALL
PO©LRSD.ORG

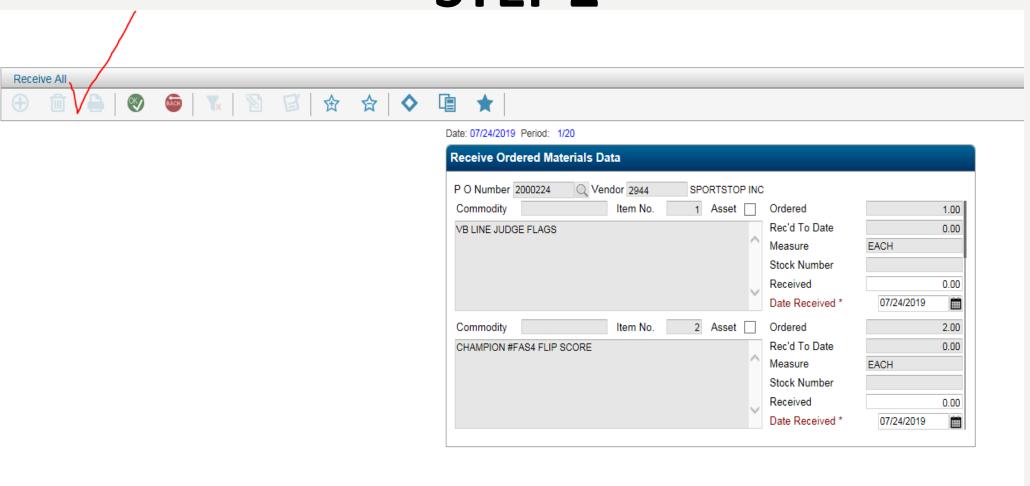
				POWLES	D.ORG			
ORD	ER DATE: 07/09	/19 BUYER: ATHLE	REQ. NO.: R2000266 REQ. DATE:					
ERI	MS: NET 30 D	AYS F.O.B.:		DESC.: QUOTE # 52394				
EM	QUANTITY UC	DM M	DESCRIPTION		UNIT PRICE	EXTENSION		
1		CH VB LINE JUD			14.9800	14.98		
2			AS4 FLIP SCORE	34.9800	69.96			
3		CH VB KORNEY B		14.9800	14.98			
4			E TRAINER TSSPIK	105.9800	105.98			
5			PIKE PAL #TSPIKE	24.9800	49.96			
6			EE BLOCKER #TSBU	109.9800	109.98			
7			ITE #TSSETRITE	16.9800	33.96			
8	1.00 EA	CH TACHIKARA S	ETTER BALL		44.9800	44.98		
					SALES TAX	40.05		
EM	45	4 COUNT	AMOUNT	PROJECT COI	ne PAGE TOTAL \$	484.83		
iM	AC	COUNT	AMOUNT	PROJECT COL	TOTAL \$	484.83		
2	06629150771	.1505 66900	484.83		E-MAIL INVOICES tOR MAIL TO: LRSE 810 WEST MARKH PO NO. & UNIQUE BE INCLUDED ON I	E-MAIL INVOICES to invoice@irsd.org OR MAIL TO: LRSD FINANCE/AP 810 WEST MARKHAM, LR, AR 72201 PO NO. & UNIQUE INVOICE NO. MUST BE INCLUDED ON INVOICE PAYMENT Questions-call 501-447-108		
			APPROVED B		0.08	Armer.		

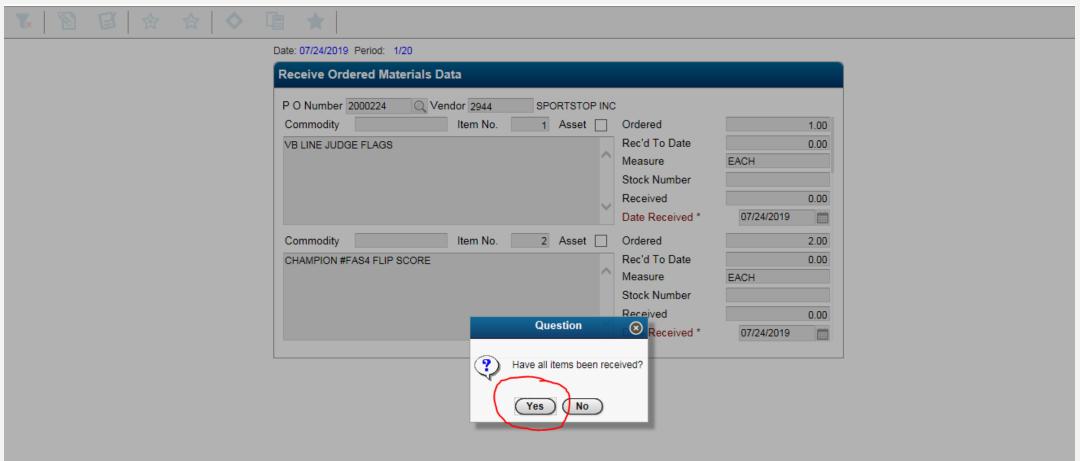
# ←==EXAMPLE 1: PO HAS 8 LINES ALL LINES MUST BE "RECEIVED"

P O Number	2000224 Q V	endor 2944	SPO	ORTSTOP INC	:		
Commodity		Item No.	1	Asset	Ordered		1.00
VB LINE JUDG	E FLAGS				Rec'd To Date		0.00
^				Measure	EACH		
					Stock Number		
					Received		0.00
				¥	Date Received *	07/24/2019	Ė
Commodity		Item No.	2	Asset	Ordered		2.00
CHAMPION #FAS4 FLIP SCORE					Rec'd To Date		0.00
				^	Measure	EACH	
					Stock Number		
					Received		0.00
				V	Date Received *	07/24/2019	İ

# EXAMPLE 2(ABOVE): SHOWS ONLY SHOWS 2 LINES 6 LINES ARE MISSING

WHAT MUST WE DO TO RECEIVE ALL 8 LINES?







Date: 07/24/2019 Period: 1/20

