

UNIVERSITY OF RHODE ISLAND

**ALTERNATIVE RECEIVING REPORT**

BLANKET AND CONTRACT PURCHASE ORDERS **ONLY**  
FOR OUTSTANDING URI COMMITMENTS FOR FY2023

Accounting Use Only	
Reviewed by:	_____
JE #	_____
Reversed:	_____
Entered by:	_____
Date:	_____

**DUE IN ACCOUNTING OFFICE NO LATER THAN 4:00 PM ON WEDNESDAY, JULY 12, 2023**

**This document should be submitted electronically to: [aprec@etal.uri.edu](mailto:aprec@etal.uri.edu)**

Supplier Name: \_\_\_\_\_

PeopleSoft  
Supplier ID: \_\_\_\_\_

Purchase  
Order No: \_\_\_\_\_

Description of items/service: \_\_\_\_\_

**This report should only be used for blankets and contracts. For Standard PO's and LVPO's the receiving report should be sent to Accounting. Do not include amounts on this report if the invoice or receiving report has already been sent to Accounting.**

**This report should only list those expenditures where the goods or services were incurred by June 30th and the invoice has not been or will not be received by the year end cut off date and an accrual needs to be recorded.**

**Attach appropriate backup necessary to support the accrual (i.e.: packing slips, faxes, prior month's invoices for recurring cost, work orders, order forms, etc). Without proper backup the accrual will be denied.**

Date of receipt/service:	Chartfield					Amount
	Acct	Fund	Dept	Program	Project Activity	
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

TOTAL OUTSTANDING COMMITMENTS ( \* );

\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Name & Title

\_\_\_\_\_  
Department Name

\* Outstanding Commitments are for services/items received on or before June 30th where an invoice has not been obtained as of the close of the fiscal year.