



TO: University Community  
FROM: Betty Gil, Director of Purchasing  
DATE: December 20, 2007  
SUBJECT: Department Receiving Report

The Purchasing Department is implementing a new e-mail process for purchase orders effective January 8, 2008. E-mailing of purchase orders will include the department receiving report and a phased-in vendor approach.

To ensure that department receiving reports are forwarded to the appropriate individual, the excel college requisition has been modified to include an e-mail address specifically for this purpose. Please see revised college requisition form: <http://www.uri.edu/purchasing/forms.htm>

Departments should print a copy of the e-mailed purchase order/receiving report and retain with the department copy of the college requisition until the goods and/or services have been delivered. Please note that the college requisition number is referenced on the bottom of the purchase order. Upon satisfactory delivery, the department will sign and date the receiving report and forward to Accounts Payable.

As a reminder, vendors will continue to receive their copy of the purchase order from the Purchasing Department, therefore, please do not send the vendor the department receiving report copy as this may result in a duplicate shipment.

E-mails will be received as follows:

➤ **If there are no attachments to the purchase order, the e-mail will be received from:**  
**[URIPurchasing@uri.edu](mailto:URIPurchasing@uri.edu) as indicated below:**

From: URIPurchasing@uri.edu  
To: JSmith@uri.edu  
Subject: Purchase Order 0000012567

This e-mail is to notify you that Purchase Order 0000012567 from the University of Rhode Island has been issued. To view the purchase order, click on the PDF file attached to this e-mail. If you have any questions, please contact the URI Purchasing Department at 401-874-2171.

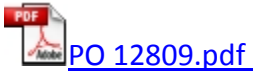
THIS IS A SYSTEM GENERATED E-MAIL. PLEASE DO NOT REPLY.

 [00000119.PDF](#)

- **If the purchase order contains an attachment; ie: quote, specifications, etc., the e-mail will be received from an individual in the Purchasing department as indicated below:**

To: JSmith@uri.edu  
From: Betty Gil <betty@uri.edu>  
Subject: Purchase Order 12809

This e-mail is to notify you that a Purchase Order from the University of Rhode Island has been issued. To view the purchase order, click on the PDF file attached to this e-mail. If you have any questions, please contact the URI Purchasing Department at 401-874-2171.



If you have any questions, please contact the Purchasing Department at x42171.