

March 18, 2008

CHIEF FINANCIAL OFFICER MEMORANDUM NO. 02 (2007-2008)

**SUBJECT: RECEIVING REPORTS AND CONTRACTUAL SERVICE
ACKNOWLEDGMENTS**

The Department of Financial Services continues its efforts to improve accountability over state resources. Effective July 1, 2008, agencies will be required to submit receiving reports for non-MyFloridaMarketPlace (MFMP) commodity purchases as part of the agency's request for payment. The receiving report must include the following information:

- Agency name
- Purchase Order/Direct Order/Contract number
- Vendor name
- Description of item(s)
- Quantity received
- Date received
- Signature of person receiving item(s)

Contractual service payment requests do not require a receiving report. However, the invoice or other documents must reflect the contract manager's signature evidencing satisfactory receipt and approval of the services.

Commodity purchases made through MFMP, which have been receipted through the MFMP receiving function, do not require a receiving report. Contractual service transactions in MFMP will continue to require the contract manager to be in the approval workflow.

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