

RECEIVING

- PLEASE MAKE SURE ITEMS ARE RECEIVED IN LAWSON AS THEY ARE DELIVERED
- PLEASE DO **NOT** RECEIVE ON AN ITEM THAT IS **NOT** IN YOUR POSSESSION
- PLEASE CONTACT THE RESPONSIBLE AP SPECIALIST IF YOU ARE HAVING DIFFICULTIES WITH ITEMS ON A PO (I.E. BACKORDERED/DAMAGED, ETC)
- IF CONTACTED BY AN AP SPECIALIST REGARDING RECEIVING ON A PO, PLEASE REPLY AS SOON AS POSSIBLE AND RELAY THE STATUS
- PLEASE CHECK THE RECEIVING REPORT SENT OUT EACH WEEK AND CONTACT THE RESPONSIBLE AP SPECIALIST WITH ANY ISSUES
- NO RECEIVING MEANS NO PAYMENT TO THE VENDOR AND VENDORS WILL PLACE THE **ENTIRE DISTRICT** ON HOLD.

