



**OSP Procedures**  
**SERVICE BUREAU: GOODS RECEIPT**

Service bureaus needing to process a good receipt through the Office of State Procurement (OSP) should email a copy of the Purchase Order (PO) for the goods received to the OSP Service Bureau mailbox at [OSP.SB@arkansas.gov](mailto:OSP.SB@arkansas.gov).

**FOR BLANKET PURCHASE ORDERS (USUALLY FOR SERVICES & RENT):**

1. When an invoice is received, have the PO on-hand to compare for accuracy.
2. Make a copy of the PO.
3. On the copy, strike a line through the quantity ONLY and adjust accordingly (see examples below).
4. On the copy, initial, sign, and date at the bottom of the PO.
5. Scan to [OSP.SB@arkansas.gov](mailto:OSP.SB@arkansas.gov) with *Goods Receipt PO XXXXXX* in the subject line

*Example 1: Quantity/UM Field - strike through 12 months, and change to 1 month:*

QuantityUM	Net Price
<del>12</del> MON	1,285.62
1	

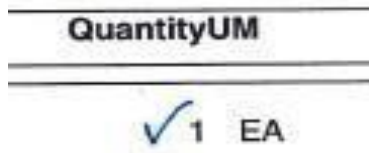
*Example 2: Quantity/UM Field - strike through \$12,000.00 (zls) year, and change to \$756.45 (zls) month:*

QuantityUM	Net Price
<del>12,000.00</del> ZLS	1.00
756.45 received	

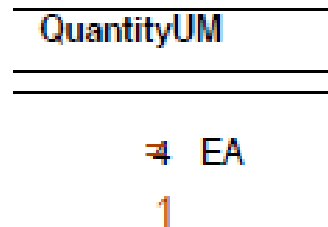
**FOR REGULAR PURCHASE ORDERS**

1. When the packing slip is received, have the PO on-hand to compare for accuracy.
2. Make a copy of the PO.
3. On the copy, strike a line through the quantity ONLY and adjust accordingly (see examples below).
4. Account for every line item on the PO.
5. On the copy, initial, sign, and date at the bottom of the PO.
6. Scan to OSP.SB@arkansas.gov.

*Example 1: Quantity/UM Field - Place a check-mark next to all items received in full:*



*Example 2: Quantity/UM Field - for items not received in full, strike through the quantity ordered, write the quantity received:*



**FULLY PROCESSED GOOD RECEIPTS:**

1. The PO (Goods Receipt) will be sent back to the Service Bureau agency via email with the word *Processed* notated on the PO or in the body of the email.
2. See below for how the subject line will appear on all processed Goods Receipt email communications:

**0472 GR FOR PO 4501768775 ARKANSAS ECONOMIC DEVELOPMENT (PROCESSED)  
(5003292719) MG**