



THE UNIVERSITY of
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Interoffice Memorandum
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FROM: Lance Fulcher, Director of Procurement Services

DATE: April 25, 2024

SUBJECT: New Process for Goods Receipts

Beginning May 1, 2024, departments will utilize a new process to complete a Goods Receipt Request instead of using email. The process now will be for the department to fill out a Request Form and submit it to the new secure Goods Receipts Request Portal. The form, secure portal, and a help document can be found on the Receiving webpage at <https://procurement.olemiss.edu/receiving/> .