

SECTION: Business Affairs/Purchasing
SUBJECT: Receiving and Inspecting of Merchandise Responsibility

ISSUED BY: Office of Business Affairs
REPLACES:
APPROVED BY: Vice President for Business Affairs and Treasurer
EFFECTIVE DATE: July 1996

Receiving and inspecting of merchandise responsibility

Depending on the type of merchandise ordered and the method of shipment, items may be delivered to the Physical Plant, the College Post Office, or delivered directly to the department which placed the order.

When the Physical Plant or College Post Office accepts delivery of material on behalf of the requesting department, they will only sign for count and external condition when signing the Bill of Lading. It is the responsibility of the Physical Plant or the College Post Office to notify the department or recipient of the item's arrival.

The department receiving merchandise is responsible for promptly unpacking and carefully inspecting shipments. The Purchasing Manager is available to assist any department when discrepancies or shortages are found. The receiving department should not approve the invoice for payment until all problems with the vendor have been resolved.