

STOCKTON UNIVERSITY



PROCEDURE

Receiving of Materials for University

Procedure Administrator: Associate Vice President of Operations

Authority:

Effective Date: September 12, 1974; February 12, 1975; October 1, 2009

Index Cross-References: Policy VI-63: Fixed Asset Policy

Procedure File Number: 6621

Approved By: Dr. Herman J. Saatkamp, Jr., President

I. PURPOSE:

To describe the procedure and responsibilities for receiving of materials being shipped or delivered to the University.

II. PROCEDURE:

- A. Central Receiving. The University has adopted a central receiving operation, in that it generally saves the time of University employees and reduces the possibility of lost or stolen shipments. In some instances, the central receiving concept will prove impractical, e.g., delivery of heavy equipment. In such cases, the delivery will, of course, be made directly to the using department.
- B. Receiving Documents. The basic forms used in the receiving process are as follows:
 1. Agency Purchase Order
 2. Materials Receipt and Delivery Register
 3. Bill of Lading
 4. Packing Slip
- C. Receipt of Material by Receiving Department Personnel. At the time the material is received, the following entries will be made in the Materials Receipt and Delivery Register: Date received, name of vendor, purchase order number, name of carrier, bill of lading number, carton count, and initials of employee who accepted the shipment for the Receiving Department. Receiving Department personnel are responsible for preliminary inspection of package, or packages, carefully noting on carrier's receipt any apparent damage.

- D. Forwarding of Materials to Department For Whom They Have Been Ordered. The Receiving Department is responsible to deliver shipments to the various departments within forty- eight hours after receipt. If, for any reason, this is not possible, the requisitioning department is to be notified that its shipment has been received and a mutually agreeable date established for delivery to the department.
- E. Acceptance of Shipment by Using Department. A representative of the department will be required to sign the "Materials Receipt and Delivery Register". The signature will signify acceptance of the number of cartons or packages entered on the register; it will not denote approval of carton contents.
- F. Checking Shipment Against Purchase Order. The using department is responsible for determining if the shipment conforms with the purchase order. The packing slip, which accompanies each shipment, will be verified against the materials actually received.
- G. Damaged Shipments. Carriers recognize their liability for two types of damage - apparent and concealed. It is the responsibility of the Receiving Department to carefully inspect cartons for any sign of apparent damage. If such damage is evident, a notation to that effect will be made on the shipper's delivery receipt form (bill of lading). The using department is responsible for the prompt detection of concealed damage. In the event of such damage, the Purchasing Department should be immediately advised. Carriers require that damages be reported within five days after receipt of shipment. Therefore it is extremely important that using departments promptly open and inspect contents of all cartons once they are received. It is the Department's responsibility to contact the vendor .
- H. Packing Slips. Once verification of shipment has been made. The packing slip is the basic document used by Purchasing and Receiving to determine the current status of outstanding orders.
- I. Payment of Vendors. The departments will be required to certify all vendors invoices chargeable to their respective budgets. Certification denotes that the invoice is correct in all aspects. Invoices must be returned promptly to the Accounting Department in order that vendors be paid as quickly as possible.

Approval History:

| | Date |
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| President | 10/01/09 |