PO
LICY SUMMARY FORM

Policy Name: Central Receiving

Policy Number: 17.2

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/31/2017

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): The policy establishes guidelines and responsibilities when receiving supplies and equipment purchased for the university.

Reason for the addition, revision, or deletion (check all that apply):
- [x] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Penalties clarified for failure to complete procedures. Other minor wording changes and clarifications.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Kay Johnson, Director of Procurement and Property Services
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel
**Central Receiving**

**Original Implementation:** Unpublished  
**Last Revision:** January 31, 2017  
**January 28, 2020**

**Purpose**

This policy establishes guidelines and responsibilities when receiving supplies and equipment purchased for the university.

**General**

All supplies and equipment purchased for the university are to be delivered through central receiving to ensure uniform handling of freight claims, accurate entry of receiving information, and necessary elements of institutional control. The following purchases are excluded from this requirement:

1. items being delivered under delegated purchase authority to the library, Stone Fort Museum, or departments using p-cards or rush orders;
2. items that require installation by the contractor or vendor; and
3. items specifically authorized by the Department of Procurement and Property Services.

It is the responsibility of the department taking receipt of goods or services to immediately complete a Receiving Form for Purchase Orders online for all deliveries of goods or services purchased through a purchase order. See the Purchase Order Receiving Manual for detailed instructions for receiving purchase orders. Timely entry of receiving information is essential to avoid late payment penalties, and to effectively handle freight claims, shortages, or discrepancies.

*Failure to promptly complete a Receiving Form for Purchase Orders or notify central receiving of damages or shortages may result in the inability to return goods, higher restocking fees, or liability for late payment penalties. The payment of any such penalties will be made from the account(s) that funded the original purchase.*

**Delivery of Vehicles**

All vehicles must be delivered to central receiving to verify that specifications have been met, and to complete required documentation and tagging by the property manager. Vehicles will be delivered to the transportation manager for identification as a state vehicle and recording state vehicle fleet management plan information. This will be checked for meeting specifications, tagged by the property manager, and delivered to the transportation manager for identification as a state vehicle and recording state vehicle fleet management plan information.

**Delivery of Other Goods**

Other goods delivered to central receiving will be examined for damages and the contents of the shipment compared against the purchase order. Damages or discrepancies will be noted on the bill of lading. Central receiving will handle the filing of claims with the freight company for any freight
damages or quantity discrepancies. Central receiving will create a receiver document and delivery log in the university’s financial system and schedule delivery to the requisitioning department, with the exception of computers which will be delivered to the appropriate tech shop for deployment.

Other goods delivered to the requisitioning department will be examined for damages and the contents of the shipment compared against the purchase order or procurement card (p-card) receipt. Damages or discrepancies should be reported immediately to central receiving for claims processing.

Upon receipt of goods, central receiving will:

1. Count and examine all cartons for visible damage, create a receiver document and delivery log in the university’s financial system, and note any discrepancies on the bill of lading;
2. Deliver all packages, boxes, crates, etc., (except those requiring property tagging, special equipment or manpower for moving) within 24-48 hours to the requisitioning department; and
3. Handle the filing of claims with the freight company for any freight damages or shortages.

Upon receipt of goods from central receiving, the department will:

1. Check contents of shipment against original purchase order and complete a Receiving Form for Purchase Orders online; and
2. Notify central receiving immediately of any damages or shortages that could not be identified by central receiving.

Upon receipt of goods or services directly from the vendor, the department will:

1. Count and examine all cartons for visible damage and note any discrepancies on the bill of lading;
2. Check contents of shipment against original purchase order and complete a Receiving Form for Purchase Orders online; and
3. Notify central receiving immediately of any damages or shortages.

Failure to promptly complete a Receiving Form for Purchase Orders online or notify central receiving of damages or shortages may result in:

1. The inability to return goods;
2. Higher restocking fees; or
3. Payment for the goods or services and a liability for late payment penalties. The payment of any such penalties will be made from the account(s) that funded the original purchase.

Outgoing Freight

Outgoing freight may be dispatched through central receiving to ensure proper documentation, packing, and labeling. Clear indication of shipment value should always be made on the package or on the accompanying documentation. A special notation should be made when insurance is desired. Contact central receiving for additional instructions or assistance in handling outgoing freight.
Cross Reference: Purchase Order Receiving Manual

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Procurement and Property Services/HUB Coordinator

Forms: Receiving Form for Purchase Orders

Board Committee Assignment: Finance and Audit