

SECTION 11: RECEIPT, INSPECTION AND ACCEPTANCE OF SHIPMENTS

Receipt by the Department

The requesting department receives the goldenrod and green copy of the purchase order through intra-campus mail. The goldenrod is retained for your records.

The green copies of the purchase order are sent to the receiving department. The receiving department should sign (not initial), date, and return the green to University Purchasing AD Box 81 to initiate payment. Attach any invoices you may have to the green copy of the purchase order before sending it to University Purchasing.

Incomplete, Incorrect or Defective Shipments

Upon receipt, departments should check all merchandise immediately to verify that it meets the specifications of the order and has not been damaged in shipment.

If the packing list indicated a partial shipment, make a copy of the receiving (green) copy, and note on that copy the specific items received by circling those items. Sign and date the copy and send it to University Purchasing at AD Box 81. This will allow for partial payments on the purchase order. When the balance of the order is received, sign and date the receiving (green) copy of the purchase order and return it to Purchasing at Ad Box 81.

NOTE: Do not hold the green copy until an order is completely filled. This will delay the company from receiving partial payments as the orders are shipped.

If the packing list indicates the item was shipped but it was not in the shipment, items were incorrect, or defective then the person who placed the order should contact the supplier immediately and explain the problem. You can contact University Purchasing for assistance. Attach a note to the copy of the green indicating whether the supplier will replace or cancel the item. When the replacement or missing item is received send the original green copy to University Purchasing AD81.