

PURCHASING FORMS MANUAL

Subject: Receiving Goods or Services

Section: 7.04

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Each department ordering goods or services is responsible for verifying goods or services received. Purchasing e-mails a copy of the purchase order to the ordering department/requisitioner. The purchase order copy is the receiving document as well as the 'OK to Pay' authorization document.

Prompt processing of 'OK to pay' within 10 days of the receipt of goods or services is required. Many vendors offer cash discounts for prompt payment. Failure to acknowledge receipt and payment in a timely manner can cause a loss of discounts or placement of 'credit hold' on the University. Your cooperation in expediting the payment will assist in maximizing savings or credit issues.

Damaged Goods or Unacceptable Services

Two options are available. Accept or reject the goods or services.

If accepting or rejecting, immediately contact the vendor to explain the problem. If unsure, contact Purchasing. Normally, the vendor will present solutions.

If accepting, note the nature of the damage on the shippers/vendors Bill of Lading before accepting the goods or services. Failure to do so will complicate, if not negate any damage claim.

Goods - - Always note the nature of the damage on the Bill of Lading and on the purchase order copy. If the merchandise is to be returned for credit, note the return information on the purchase order copy and forward to Accounts Payable with an authorized signature and date. If damage is not minor, call Purchasing for instructions.

Services - If services rendered are unsatisfactory, contact Purchasing to discuss an appropriate course of action to solve the problem.

Goods or Services Received

When an order is received, the ordering department/requisitioner will verify the item. Mark the purchase order "Complete" and 'OK to Pay' with an authorized signature and date. Send the completed form (with packing list attached) to **Accounts Payable**, Financial Accounting Services Building (FASB).

Partial Receipt of Goods or Services

Note the date and quantity of the partial shipment on the copy of the purchase order. Mark the purchase order "Partial order" and 'OK to Pay' with an authorized signature and date. Send the purchase order copy (with packing list attached) to **Accounts Payable**, Financial Accounting Services Building (FASB).

Note: Keep copies of all documents and correspondence for your records.