



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION
3

PAGE
F2-170.0

SUBJECT
FACILITIES AND SERVICES

SUB-TOPIC

RECEIVING – Responsibilities of Requisitioner

The requesting department or authorized individual is required to inspect the contents of incoming freight/materials to ensure all items are:

1. In good condition.
2. Of the quality ordered (no substitutions).
3. In the quantity (quantities) requested.

Immediate inspection helps maintain warranty conditions and facilitates vendor responsibility for correcting deficiencies.

When merchandise does not meet with specifications, contact the Purchasing Department at once, ext. 2300; also see E5-140.0, this manual.

Small Order System (SOS) Receipts

Receiving documentation for SOS orders shall remain in the requisitioner's file. When Accounts Payable receives an invoice that matches a SOS Purchase Order, it is authorized to issue payment, unless requisitioner notifies Accounts Payable that there was a problem with the receipt. The requisitioner's account manager must reconcile their accounts monthly, thereby verifying that all charges against the budget are valid.