



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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**REVISION  
4**

**PAGE  
F2-110.0**

**SUBJECT  
FACILITIES AND SERVICES**

**SUB-TOPIC**

**RECEIVING AND DELIVERY- Receiving Procedures**

- A. UTD/Richardson - UTD/Callier Center Receiving Procedure:
1. Count the number of cartons and/or items at the time of delivery.
  2. Record this number on the freight bill or delivery document.
  3. Inspect each carton and/or item for damage in the presence of the delivery driver.
  4. Note any overage, shortage, and/or damage on the freight bill or delivery document; this requires the delivering driver's signature.
  5. Match up the information from the purchase order (see Exhibit F1) with the incoming material. This can be done by checking the purchase order number on the:
    - a. Shipping label
    - b. Vendor label
    - c. Shipment packing list.
  6. When applicable, count the number of items contained in each carton.
  7. Inspect these items for overage, shortage, and/or damage (also see F2-140.0, this section).
  8. Enter receiving information in the Financial Information System (FINS). (See Exhibit F2.)
  9. Stage merchandise for delivery to departments.
  10. Make delivery to department and secure signature acknowledging receipt.
- B. Exceptions and Limitations to Acceptance:
1. Items delivered on a "Furnish & Install" basis should be acknowledged as received by the department in which the goods are received. This can be done by faxing a copy of the purchase order with your signature and "received complete" written clearly to ext. 2434 (Receiving).
  2. Services ordered on a purchase order should be acknowledged as received as described in Item #1 above.
  3. Paperwork related to receipts of Small Order System (SOS) orders are retained by the requisitioning department and subject to internal audit.