



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION
4

PAGE
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SUBJECT
FACILITIES AND SERVICES

SUB-TOPIC

RECEIVING AND DELIVERY- Holding Received Merchandise

If merchandise received at the Receiving Office cannot be identified or matched with a purchase order, it will be held for fourteen (14) calendar days from date of arrival. If at the end of that time all methods of search have failed to determine who requested the goods, Purchasing or Receiving (depending upon the item/s involved) will begin negotiations with the vendor for the return of those goods.