

DJ-AR Receipt and Inspection of Equipment and Supplies

LINCOLN COUNTY SCHOOL
DISTRICT

Code: **DJ-AR**
Adopted: 3/13/73
Revised/Readopted: 7/9/02
Orig. Code(s): R3324

Receipt and Inspection of Equipment and Supplies

In compliance with policy DJ - District Purchasing, the receiver is responsible for the receipt and inspection of material received.

A general inspection should be made by the receiver placing particular emphasis on the following:

1. Counting and general inspection of packages to determine breakage or damage;
2. Checking of items for measurements, etc.;
3. Opening of shipping containers to obtain exact count of unit packages or items, observing color, stock and model numbers, etc. Purchase orders will frequently show a brand name or label which the receiving employee should check to ensure that the brand name or label is the same as that shown on the purchase order.

When there is a doubt as to whether or not equipment or supplies received is either to the established specifications or adequate to the assigned job, immediate notice by telephone shall be given to the director of business services or his/her designee so that needed corrective steps may be taken. Merchandise shall not be returned to the vendor without prior clearance through the director of business services or his/her designee. Instructions are issued to the vendor with the purchase order that require merchandise to be shipped prepaid. The school or department accepting shipment shall not make payment for shipping charges without clearing the charge with the business office.

Acknowledgment of receipt of goods or services on the receiving copy (yellow copy of the purchase order) shall be forwarded to the business office immediately following delivery. Follow-up on delivery of merchandise cannot be performed if the business office is not promptly notified as to what merchandise is received. Cash discounts may be lost if payment is delayed because of slow acknowledgment of delivery. The district cannot expect prompt service from its suppliers when it is unable to make prompt payment for services rendered because of delayed acknowledgment.

Damage to shipments shall be handled as outlined in Business Division Job Instruction #1. If there are signs of damage, the transportation company employee shall note such damage on the freight bill, and the business office shall be notified immediately. Do not unpack the merchandise until a representative of the carrier has inspected the damage. If the merchandise is unpacked before the damage is discovered, retain the damaged merchandise and packing, and call the business office for instructions. The damaged merchandise and complete package must be retained.

Packages received in the U.S. Mail that are damaged shall be reported immediately to

the business office.

Any contact with the vendor in regard to unsatisfactory service or material shall be made by the business office, and in no case will there be any follow-up by the individual schools.