

RECEIVING PROCEDURES

All shipments will be received by the College=s Receiving Department. Each shipment will be checked for shortages or damages by the person accepting delivery and signing the transportation document. If the shipment is accepted, the Receiving Clerk records receipt of goods to permit future payment.

The Receiving Clerk will deliver the materials to the proper campus destination, or when necessary, notify the Physical Plant Department that assistance is needed.

Cross-References

Policy 6.00	Purchasing Policy
Procedure 6.01	Purchasing Procedures
Procedure 6.02	Procedural Guidelines for Capital Outlay Purchases