

**DIRECTORY OF POLICY STATEMENTS**

Policy Number: II: 03:00

Date: April 1973

SUBJECT: **Receiving and Payment Procedures**

1. Most college purchases are delivered to the Receiving Office. Exceptions include orders for the College Bookstore, Butler Library, goods shipped UPS or USPS, goods picked up at vendors by maintenance personnel. This last instance is highly discouraged since the practice bypasses accounting and inventory controls. Appropriate steps are taken to advise the shipper and the ordering party of proper delivery procedures
2. When an order is received in the Receiving Office, the purchase order number appearing on the package is matched against an open purchase order file for further delivery instructions.
3. The method of delivery to campus and the number of packages received are noted on the Receiving copy of the purchase order. The packages are not usually opened at this point unless there is difficulty in identification of the items.
4. The packages are delivered by Receiving personnel to the room and/or person designated on the order and the signature of the departmental representative receiving the packages and the date are placed on the order. The signature may or may not be that of the person placing the order, depending upon the procedures employed in the ordering department. Many departments have one person designated as a receiver.
5. The purchase order is sent along with supporting documents such as freight bills to Purchasing, where the copy is filed numerically in a "completed" file; the supporting documents are forwarded to accounting for use in the payment process. Partially completed orders are reported to the expeditor through the preparation of a written report, with the salmon copy held in Receiving until the order is complete.
6. The ordering department has the responsibility of checking each and every package received for breakage, quantity, and condition. If the order is properly completed goldenrod copy of the order, is signed and noted by a representative of the department and sent to the Purchasing Department. In some departments, the requisitioner has the responsibility of receiving the order.

If there are any problems with the order at this point, the goldenrod copy is not signed and the Purchasing Department is given the problem for resolution.

7. When the NYS Standard Voucher is supported by a properly completed goldenrod copy, the Accounting Department begins the payment process.

Source of Information: Regulations of the Office of General Services, State University

Procedures Manual, Office of the Comptroller, April 1973.