

FINANCE – RECEIVING FREIGHT – CENTRAL RECEIVING
ADMINISTRATIVE PROCEDURE

This write-up involves the inspection of deliveries made to Central Receiving. Careful inspection of freight entering the district is important because title to the merchandise passes to the district at this point and if there are problems, they become our problem and our responsibility.

The following steps will be followed to minimize freight problems:

1. VERIFY COUNT – Make sure as many cartons are received as are listed on the delivery slip. If any shortage is discovered, note how many cartons are short on all copies of the delivery receipt and have the driver sign the district's copy.
2. EXAMINE - Each carton for damage. If damage is visible, note this fact on all copies of the delivery receipt and have the driver sign the district's copy. If a carton(s) has the appearance that the contents may be damaged, insist that it be opened immediately so that both the district and the driver can make a joint inspection of the contents. Any concealed damage discovered should be noted on all copies of the delivery receipt. If cartons are severely damaged, the delivery may be refused. Common sense and good judgment should be the guide.
3. PACKING LIST – Comparison with delivery contents – first locate the packing list – a document generated by the vendor which usually shows the quantities ordered, the items ordered and the quantities shipped.

Once the packing list has been located, count, inspect, and compare the carton(s) contents (items and quantities) against what is shown on the packing list. If there is any difference, write a note on the receiving copy (see procedure no. SBR 300-60-1R(2)). If the quantities received are less than what is shown on the packing list, it means the company has made an error – it DOES NOT mean the items are on back order.

NOTE: There are a few companies that do not send packing lists – if there isn't any packing list, the shipment should be checked in against the purchase order.

4. PACKING LIST – Comparison with delivery contents: The packing list should be compared with the purchase order to make sure the description and quantities shown on the packing list agree with what was ordered. (Refer to Administrative Procedure SBR 300-60-1R(6), for proper marking on the receiving copy of the purchase order.)
5. When the packing list agrees with the shipment and also the purchase order, the items that were received should be checked off on the "1st Receiving Copy" (green) of the purchase order set. (Refer to Administrative Procedure FIN 012, for proper marking on the receiving copy of the purchase order.)

6. If all items shown on the purchase order were not received in the 1st shipment, the “1st Receiving Copy” should be kept in the file until the next shipment against that order is received. A copy of the purchase order indicating the partial shipment received will be forwarded to Accounts Payable. Subsequent partial shipments will be indicated on the 1st Receiving Copy and photocopies sent to Accounts Payable. When final shipment is received, the 1st Receiving Copy of the Purchase Order will be sent to Accounts Payable for final payment.
7. The “2nd Receiving Copy” (goldenrod) is filed by vendor for reference.
8. DAMAGED GOODS – If damaged items are received, do not use any of the items or discard the cartons or packing materials. The damage may have been caused in shipment and the carrier will want to inspect these items. (Refer to Administrative Procedure FIN 013 covering “Damaged Freight and Carrier Inspections.”)