

CENTRAL SERVICES PROCEDURE—ACCOUNTS PAYABLE

VERIFYING RECEIPT OF MERCHANDISE DELIVERED TO THE DEPARTMENT

Purpose: To establish procedures to ensure merchandise and equipment are delivered to and received by the department that made the purchase and notify Accounts Payable in order for payment to be made in a timely fashion.

Merchandise Delivered to the Department by Receiving:

Merchandise delivered to the Department by Receiving on a regular/open P.O. is verified to the purchase order by Receiving before being delivered to the Department. However, for control purposes, **the Department should re-verify that all merchandise ordered on their purchase order has, in fact, been received.**

Examples of merchandise delivered to the Department by Receiving are: instructional supplies, non-instructional supplies, and computer equipment.

Merchandise Delivered to the Department by the Vendor (Direct Deliveries):

Merchandise delivered to the Department by the Vendor is called a “direct delivery.” The department has the sole responsibility for verifying the receipt of “direct deliveries” since Receiving is by-passed.

Steps for verifying the receipt of “direct deliveries”:

1. Immediately locate the packing slip from the carton. If a packing slip is not provided, please see step 2.
2. Receiving will provide you with a clearance sheet for all direct deliveries. This clearance sheet is a copy of the purchase order with a blue or green clearance sheet stapled on the front.
3. Check off each item received either on the packing slip (if provided) or on the clearance sheet. Attach any packing slips to the clearance sheet, sign with your approval to pay and forward to Receiving.
4. If an item has not been received, contact the vendor immediately to determine shipping information regarding the missing item. Note: the shipping information for that item (e.g., expected ship date, back ordered, canceled per vendor-item no longer available) on the document to be sent to Receiving.
5. When back-ordered or late items are received, release clearance when order is complete.

Examples of “direct deliveries”: office workstations, large pieces of furniture or equipment.

Office Depot Orders:

Although Office Depot orders are delivered to Departments by Receiving, these orders are to be treated as “**Direct Deliveries**” by Departments. Receiving does not verify individual items ordered using the web-based Office Depot ordering system.

Returns:

All damaged or incorrect goods received **must be returned through Receiving** even if they are “direct deliveries.”

Steps for returning merchandise to the vendor are:

1. Fill out the On-line Shipping form found on www.yosemite.edu, Fiscal Services, Areas of Responsibility, Purchasing, On-line Shipping Form. Always reference the purchase order number and check the appropriate box as to credit, exchange, etc.
2. Note return information on the packing slip to be sent to Accounts Payable. Additionally, attach a copy of the Return Merchandise Request form referencing the purchase order number and the item numbers being returned.

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