

## **Business and Operations**

### **RECEIVING**

**SR 3301.04**

**Purpose:**To ensure proper delivery to the County Office.

**Timeline:**

### **PROCEDURE:**

The following steps are taken to ensure proper purchase order documentation by the Shipping/Receiving Department.

1. All materials, goods, or supplies, shipped by whatever means, are to be received by the Receiving Department. Other arrangements may be made in coordination with the Receiving Department.
2. Receiving employee compares packing slip with information on purchase order to confirm completeness of order and to verify acceptable condition of goods.
3. Receiving employee notifies vendor of discrepancies. If discrepancy is unclear, receiving employee will notify the department to make contact with vendor. Any discrepancies are noted on the packing slip.
4. If the value of an individual item is over \$250, it is tagged with a MCOE sticker and entered into inventory following the Inventory procedures (BP 3440).
5. Shipments designated for the River Center site are received and delivered by the receiving department on the same day or as soon as possible thereafter. Delivery of items designated to other sites or locations shall be the responsibility of the originating department. Delivery of large items to those sites may be arranged through the work order system. A copy of the purchase order will accompany the delivery.
6. A representative of the department signs for delivery upon pickup.
7. If deliveries are made directly by vendors or U.S Postal Service, they must be directed to the Receiving Department. If materials, supplies, or items requisitioned by purchase order are to be picked up personally (because of special need), the Receiving Department must be notified for reconciliation of purchase order records.
8. The original packing slip and/or invoice are date stamped, initialed and forwarded to the Business Services Department. If the vendor does not include a packing list with the shipment, a copy of the purchase order will be substituted to validate the receipt of goods.
9. If items are picked up by a department employee, the purchase order number must be written on the receipt and the receipt is given to the Receiving Department.

## **MENDOCINO COUNTY OFFICE OF EDUCATION**

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**Date Adopted:** 03/01/2003

**Date Revised:**

