

## **Receipt & Inspection of Purchased Goods**

To ensure the proper receipt and inspection of purchased goods

### **POLICY:**

1. Ordering departments are responsible for verifying that purchased materials or services are received in proper condition and are in accordance with the terms of the purchase order (if appropriate).
2. Any damage to the shipping package noticed at the time of delivery should be noted on the packing slip or delivery slip and presented to the carrier making the delivery.
3. Purchased goods identified as being damaged should not be put into use.
4. The department is responsible for:
  - Notifying the vendor and the freight company (if appropriate) immediately upon the discovery of damaged goods.
  - Notify the Accounts Payable Department when goods or services are less than satisfactory or are not in accordance with the terms on the purchase order.
5. Departments should maintain packing lists and/or delivery slips for a period of time. These forms will be useful in resolving problems with goods received that are not in satisfactory condition.