



Name: Procurement – Receiving Procedures
Policy Number: 4-1018
Origin: Financial Services
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Responsibility: Manager, Procurement Services
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Purchasing: Supplementary Receiving Report/Payment Authorization, Index G-40

PURPOSE: Where a purchase order has been issued, the receiving copy is sent to the user department; it should be placed in a pending file until the good or service has been received and the order is ready to be approved for payment.

COMPLETION: When the goods are received the end user department is responsible to:

1. Remove any paperwork from the shipping package and attach it to the packing slip.
2. Verify the content of the packages to the packing slip and the purchase order and record any discrepancies or damage.
3. Attach the packing slip and all supporting documentation (i.e. carrier waybill etc) to the receiving copy of the PO and date and sign for receipt of goods.
4. Forward all documentation to Accounts Payable for further processing.

Departments are required to maintain all paperwork related to their shipment and to forward it to Accounts Payable with the Receiving Copy of the purchase order. Do not discard any paperwork and do not wait for an invoice.

