

## College Operating Procedures (COP)



**Procedure Title:** Receiving  
**Procedure Number:** 07-0701  
**Originating Department:** Facilities Planning & Management

**Specific Authority:**  
Board Policy 6Hx6:1.02  
Florida Statute 1001.02, 1001.03 FS  
Florida Administrative Code 6A-14.0261

**Procedure Actions:** Adopted: 07/93; 07/01/09

**Purpose Statement:** The receipt of goods and materials must be centrally controlled to insure proper accounting controls and to avoid fraudulent use of College property and funds.

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### Guidelines:

All items ordered on a College purchase order must be delivered to the Central Receiving Department.

### Procedures:

#### I. Receiving Department

Every item of equipment and supplies purchased must be received and signed for by the Receiving Department or designee.

Shipments will not be opened or inspected by the receiving clerk.

The receiving clerk's signature on the receiving report is official authorization that the College has received merchandise contracted for.

#### II. Delivery to Purchaser

When the merchandise is delivered to the department, the receiving clerk will request that a representative of the Using Department sign a log as proof of receipt.

#### III. Damaged Goods

All correspondence with vendors concerning damaged goods is to be through the Facilities Planning & Management Department except in special cases where the technical details involved make it advisable to delegate authority to the Using Department.

In the event that merchandise must be returned to the Vendor, the Using Department must complete, in its entirety, an Outgoing Shipment Form. It is imperative that the correct return address is used on the form. The merchandise should be returned in its original packaging. If this is not possible, the Using Department must provide the receiving clerk with completed labels along with the Outgoing Shipment form.