

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
Florida Administrative Code 6A-14.0261

Procedure Actions: Adopted: 07/93; 07/01/09, 08/14/18

Purpose Statement: The receipt of goods and materials must be documented and controlled to ensure that the Mail Room/Shipping and Receiving (MSR) Department correctly delivers to the Department initiating a purchase their equipment and supplies when received by the College MSR Department Staff.

Guidelines:

All items ordered on a College purchase order, including all items relating to IT purchases delivered by common carrier, US Mail or other commercial delivery means are to be delivered to the Mail Room/Shipping and Receiving Department.

Procedures:

1. Mail Room/Shipping and Receiving (MSR) Department. Every item of equipment and supplies shipped to MSR Department must be received and signed as required by shipper by the MSR Department Staff or designee.

Shipments will not be opened or inspected by the MSR Department Staff.

2. Delivery to Purchaser

The MSR Department Staff will deliver the items to the Department as addressed. The MSR Department Staff will request that a representative of the Department that initiated the purchase sign a log as proof of receipt.

3. Damaged Goods

All correspondence with vendors concerning damaged goods is to be through the Department that initiated the purchase. College Operating Procedures Manual Receiving

In the event that merchandise must be returned to the Vendor, the Department that initiated the purchase must complete, in its entirety, if required by Vendor, and form is provided by Vendor, a written replacement order or RMA (return material authorization 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 Department that initiated the purchase must provide the MSR Department with completed labels along with the written replacement order or RMA form if required and provided by Vendor.

It is the responsibility of the Department that initiated the purchase order to advise Procurement of any merchandise returns and the reason for the return.