

107 RECEIVING & INSPECTING PURCHASED GOODS

I. PURPOSE

Ensure the proper receipt and inspection of purchased goods and equipment.

II. POLICY

- A. Ordering departments are responsible for verifying that purchased goods and equipment are received in proper condition and are in accordance with the terms of the official college purchase order.
- B. Any damage to the shipping container noticed at the time of delivery is to be noted on the bill of lading, packing slip, and presented to the carrier making the delivery.
- C. Purchased goods or equipment identified as being damaged should not be put into use.
- D. The ordering department, or its designated receiving agent, is responsible for:
 - i. Notifying the vendor and the Procurement Services Office immediately upon the discovery of damaged goods or equipment; and,
 - ii. Notifying Accounts Payable in any instance where the goods or services are discovered to be in less than satisfactory condition. Any decision to withhold payment will be made in accordance with the terms of the purchase order and applicable law, and in consultation with the Office of the Vice President, General Counsel and Secretary, as appropriate.
- E. When damage to goods or equipment is discovered after the goods have been put into use, the department is responsible for immediately notifying the vendor of the damage. Further use should be halted until the issues regarding the damage are resolved.
- F. The Procurement Services Office in consultation with the Controller's Office and Office of the Vice President, General Counsel and Secretary as appropriate, may assist with negotiating the settlement of invoices when goods received are determined to be in less than satisfactory condition.
- G. Whenever legal questions arise regarding the receipt, inspection, rejection or use of purchased goods or equipment, the College's position and actions will be determined with reference to the relevant contract(s) and applicable law. Procurement Services will consult with the Office of the Vice President, General Counsel and Secretary, as appropriate.
- H. Departments must record in ObieBuy, their receipt of goods, services, or equipment for all purchase orders.