

2.21 Receiving Reports

The Receiving Report copy of all purchase orders is forwarded to the requisitioning department upon issuance of a purchase order. Generally, all material will be shipped by the vendor to Central Receiving. Central Receiving will inspect the merchandise for any exterior shipping damage. Central Receiving will forward the material to the user who will sign Central Receiving's copy of the Purchase Order or a responsibility statement verifying only that they have received a package.

The user will immediately inspect the material for compliance with the specifications as referenced on the Purchase Order. If satisfactory, the user will sign and date the receiving report and forward it to the Accounting Department. It is important that the user indicate the items delivered to ensure that the items billed have all been delivered. Care must also be taken to ensure that the material agrees with what is referenced on the Purchase Order.

If material is unacceptable the vendor must be contacted immediately and a Return Notice completed. It is essential that receiving reports be returned to the Accounting Department as soon as complete and satisfactory delivery of merchandise has been made. A vendor cannot be paid until the Receiving Report is submitted to Accounting. (Rhode Island Statute requires payment in thirty (30) working days).

In cases of emergencies or immediate need where a department "walks" the College Requisition through the system, the respective individual will be given the receiving report copy as well as the vendor copy of the purchase order. We reiterate, to insure the vendor is paid promptly, the department should forward the completed receiving report to the Accounting Department immediately after satisfactory inspection of the merchandise.