

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER 10.01.030	PAGE 1 of 3
	Policy and Procedure		EFFECTIVE DATE December 11, 1998	
SUBJECT Procurement - Receiving		SUPERSEDES		DATED
TITLE Procurement and Property	CHAPTER General Procurement	APPROVED BY Signature on File		

PURPOSE

To establish uniform methods for receiving equipment, commodities, and services ordered by DOT/PF Procurement Offices. It is the responsibility of all employees, directly or indirectly responsible for receiving goods and services, to adhere to these guidelines. It is very important that items ordered by the department be received properly, that all necessary paperwork be completed at the receiving location, and that all receiving paperwork be completed accurately. This will expedite prompt payment to suppliers and insure proper utilization of State funds.

PROCEDURE

- A. Whenever practical, procurement documents (Purchase Orders) shall designate a Department Procurement Office or Warehouse as the delivery location. However, on many occasions, delivery must be made to a location other than a Department Procurement Office or Warehouse, such as a highway maintenance station, rural airport, or remote work site. In any case, the procedures below will apply.

NOTE: When delivery is made to a highway maintenance station, rural airport, remote work site, or other remote location, the Procurement Office(r) shall send a copy of the Purchase Order to a responsible official at the delivery location (such as the maintenance station foreman, airport foreman, or on-site construction chief). That individual or their designee shall be responsible to act as the receiving official and inspect the delivery for compliance with the terms and conditions of the Purchase Order document according to the procedures set forth below.

1. When delivery is made, the receiving official shall immediately inspect the item(s) for compliance with the terms and conditions of the Purchase Order

(specifications, quantity, price), condition, and damage, if any. (NOTE: You must physically open the package and verify the item count. DO NOT just copy information from the packing slip.) A copy of the Purchase Order shall be used as the Receiving Report.

2. The receiving official shall annotate the Receiving Report with the items and quantities received, the date of receipt, any discrepancies, and their signature. NOTE: Simply returning a packing slip and indicating, for instance, that three pallets were received *is not acceptable*.
 - a. Items received – circle the quantity and write your initials and the date received next to it.
 - b. Partial receipts (i.e., two ordered but only one received) – write the quantity received next to the quantity ordered and circle it. Write your initials and the date received next to that.
 - 1) Make a copy of the Receiving Report to forward to either the Procurement Officer or Regional Procurement Warehouse as appropriate and retain the original for future receipts against the same order.
 - 2) When future partial receipts are processed against the same order, update the Receiving Report accordingly, make another copy, forward to either the Procurement Officer or Regional Procurement Office as appropriate, and retain the original for future receipts against the same order.
 - 3) When the order is complete, mark the Receiving Report "COMPLETE" and forward it to either the Procurement Officer or Regional Procurement Office as appropriate.
 - c. Note and describe any and all discrepancies or damage on the Receiving Report.
3. The receiving official shall promptly forward all Receiving Reports, along with any and all packing slips or invoices:
 - a. To the Procurement Officer (if received at the Regional Procurement Office or Warehouse); or
 - b. To the Regional Procurement Office (if received at a remote location).

4. If there are any discrepancies, the Regional Procurement Office shall contact the supplier immediately and attempt to resolve the problem. A written record of this contact and the ultimate result shall be retained in the procurement file.
5. If the receipt involves Controlled Property items, a copy of the Receiving Report shall be forwarded to the Regional Property Officer.

B. When the invoice is received, *if all items on the order have been received*, it shall be promptly processed to Finance for payment. Partial payments are generally not encouraged, but may be made at the discretion of the Procurement Officer in unusual circumstances. The reason for any partial payments made should be documented in the procurement file.

C. Definitions

1. The term "Purchase Order" is synonymous with the term "Delivery Order."
2. The term "receiving official" means the person who physically accepts delivery of the merchandise.