

SECTION: FINANCE

TITLE: RECEIVING PROCEDURE

ADOPTED: February 24, 1997

REVISED:

610.1 RECEIVING PROCEDURE	
1.Purpose	The purpose of this policy is to establish the procedure to be used by the individual receiving items that were purchased according to the Antietam School District Purchasing Policy.
2.Scope	This procedure applies to all district personnel.
3.Procedure	All purchases received must be checked by the receiving school or department prior to accepting and signing for the receipt of goods. All material must be examined immediately upon receipt. A signed copy of the purchase order shall be returned to the business office within ten (10) working days after receipt of materials or services. Signed purchase orders should indicate that all material has been received "as specified", received undamaged, and delivered in the requested quantity. Packaging slips must also be returned with the signed purchase order within the same ten (10) working days period. If materials are not received as specified, the employe should retain his/her copy of the purchase order and submit to the business office in writing a detailed description of the noncompliance of the specifications listed on the purchase order.