

## Blairsville-Saltsburg School District

**Section:** Policy No. 610.5  
**Title:** 600 Finance  
**Adopted:** Receiving Procedures  
5/17/99

### #610.5 Receiving Procedure

#### 1. Purpose

To establish methods to be used by the individual schools and departments in receiving items purchased as stated in the Blairsville-Saltsburg School District Purchasing Procedure

#### 2. Scope

This procedure applies to all personnel district-wide.

#### 3. Forms

Receiving Copy – Purchase Order Form

#### 4. Procedure

##### Verifying Receipts

All purchases received must be checked by the receiving school or department. All material received must be examined immediately upon receipt. The receiving copy of the purchase order will be returned **no later than ten days after receipt of the materials or services**. The material will be inspected to ensure that the material has been received “as specified”, received undamaged and delivered in the requested quantity.

All offices receiving shipments must immediately verify the contents.

##### Reporting Receipts

When an order has been received and all of the materials requested have been verified to be received in acceptable condition, the “Receiving” (pink) copy of the purchase order will be attached to the invoice, if applicable, along with the shipping or packing lists attached.

Invoices should be submitted to the business office as promptly as possible, however, to be included for approval by the Board, it is required that the invoices be submitted no later than the end of the first week of each month.

When equipment is received, the individual responsible for checking the items will refer to Form \_\_\_\_\_ under fixed assets. The items should be listed on the form along with the model numbers and serial numbers of each piece of equipment. It should also be noted where the equipment will be placed or located.

Materials which have been received in damaged condition, incorrect shipments (items or quantities) or materials to be returned to the vendor, etc. are to be reported immediately (within 10 days of receipt of the material) to the attention of the business manager. The vendor should be contacted immediately and arrangements made for receiving the remainder of items or replacing of the damaged items.

In the event that a service has been performed when no purchase order has been issued, (equipment repairs, etc.) a copy of the service slip will be attached to the invoice.