



Receiving and Inspecting Supplies and Equipment

Policy Statement

Departments and/or Receiving Services are responsible for examining incoming deliveries to ensure the goods ordered match the goods received in relation to quantity and type and that the shipment is free of damage. The designated "ship to" location receives the materials and equipment, inspects supplies received for quantity, quality and any special specifications as indicated on the purchase order; delivers the material to the ultimate consignee; receives, packages, and ships items being returned to vendors; processes losses, shortages, overages, duplicate shipments, and damage claims to the carriers with notifications to suppliers.

Reason for policy

To provide an understanding of who is responsible for receiving and inspecting supplies and equipment purchased via a purchase order issued by the Procurement Office.

Procedures

SUPPLIES/EQUIPMENT TO ATHENS MAIN CAMPUS: Receiving Services is established to perform receipt, inspection, delivery, shipping, claims processing, and temporary storage of material pending delivery to University departments. These functions will be performed for all departments and offices on the Athens campus with the exception of the following departments, which have specialized receiving requirements. For those items delivered to and received by Receiving Services, Receiving Services will process the receipt within UGA mart.

Purchase requirements with the following deliver-to-points are not routed through Receiving Services:

- Central Research Stores
- Campus Scientific Stores
- Commercial suppliers
- Complex Carbohydrate Research Center (CCRC)
- Delivery points outside Clarke County, Georgia
- Food Service
- Georgia Center for Continuing Education
- Instrument Shop
- NEGA Police Academy
- Performance Assessment Lab
- Facilities Management Division (FMD)
- Poultry Science Feed Mill
- University Bookstore (Follett)
- University Health Center
- University of Georgia Press

In addition to the departments excepted above, the following categories of orders are excluded from Receiving Services procedures:

- Advance pay request (including orders to the U.S. Printing Office, Superintendent of Documents)
- Art objects or art work
- Cash-on-delivery orders (C.O.D. Purchases)
- Deliver and install requests including furniture and leased photocopy machines (if setup and/or startup is included)
- Diplomas
- Ethyl alcohol
- Field crops, unprocessed
- Gas cylinders
- Items authorized for payment request procedures
- Items ordered from the University Bookstore
- Livestock (lab animals do go through Mail & Receiving Services unless otherwise requested by department and special approval is granted)
- Maintenance parts installed by repairmen
- Narcotics, or other drugs for which governmental regulations require direct delivery to a registered pharmacist
- Orders specifying delivery only upon user's request
- Orders to be picked up from supplier
- Radioactive materials
- Reprints and page charges
- Rigid items longer than 15 feet, such as lengths of iron or steel
- Services
- Subscriptions
- Testing materials
- Truckload or rail carload shipments
- Typesetting

Receiving Services will deliver items ordered from UGA Stock Items & Bulk Paper, but does not process any other internally-generated University deliveries.

SUPPLIES/EQUIPMENT NOT DELIVERED TO CENTRAL RECEIVING:

Departments receiving direct shipments falling under one of the above exceptions or because they are not located on the Athens Main campus are responsible for completing the receipt within UGA mart.

Merchandise should never be returned to the supplier or carrier without first obtaining permission and shipping instructions from the supplier. For a complete description of the **procedures** for handling return of merchandise, see Receiving Services Policy and Procedure.

Additional Contacts

Procurement – 706-542-2361

Accounts Payable – 706-542-2786

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Director Administrative Services

Policy Owner: Receiving Services

Policy Contact: Dwyane Weaver

Phone Number: 706-425-3263

Responsibilities: The responsibility for receiving and inspecting supplies and equipment rests either with 1) UGA's Receiving Services Department or 2) the departments requesting the supplies, equipment or services.

Responsibilities: It is the responsibility of the designated "ship to" location to receive the materials and equipment, inspect supplies received for quantity, quality and any special specifications as indicated on the purchase order; deliver the material to the ultimate consignee; receive, package, and ship items being returned to suppliers; process losses, shortages, overages, duplicate shipments, and damage claims to the carriers with notifications to suppliers.

Record Retention

Shipping Records

Description: This series documents the sending and receiving of equipment, supplies, and other items. The series includes: packing slips; shipping and container lists; and bills of lading.

Retention: 5 years, [BOR 0472-01-013](#)

For expenditures processed with grant funding, retention for the final research report is permanent; all other records, 7 years after the end of the grant period. [BOR 0472-09-006](#)

Related information

[Receiving Services Policy and Procedure](#)

[Section 2.2.11.1 Three Way Match/Receiving Reports](#)

Policy Dates

Effective Date:

Date Last Updated: 07/01/2016

Date of Last Review: