Receiving and Distribution

GENERAL DESCRIPTION: This procedure pertains to receiving CESD materials and equipment and distributing to appropriate departments.

PRIMARY RESPONSIBILITY: Chief Financial Officer

REFERENCE OR AUTHORITY: Accounting Procedures

OVERVIEW: This procedure provides a process for CESD to receive, distribute, and safeguard materials and equipment. Receiving according to this procedure will provide documentation for each item received in order for payment to be authorized.

PROCEDURAL STEPS:

1. Purchase of all items is made according to the requisition procedure (FS-017).

2. All orders are received through central receiving.

3. Central receiving maintains a log of all shipments received and scans all packing slips and other supporting documentation into CESD’s electronic storage system (ImageNow).

   a. The log contains the following:
      - Date received
      - Vendor
      - Shipper
      - Purchase order number and date
      - Distributed to whom/department
      - Receiver Number

4. Central receiving will deliver shipments to the department the next CESD-scheduled work day prior to 10:00 a.m. Deliveries will include receiver, original packing slips, and other supporting documentation.

5. When an order that will be received by central receiving requires immediate attention, an email will be sent addressed to “Central Receiving” through CESD’s email system containing the purchase order number, the vendor, and any special instructions.

6. The department designee is responsible for verifying the quantity and condition of items received. Within two days of receipt of the items, he or she enters the quantity and date received into CESD’s financial system using the following steps:
Step 1: Select PO30
Sept 2: Access appropriate PO Number
- Enter company 1902.
- Enter Receiver number in the appropriate field.
- Select inquire.
Step 3: Enter “Quantity”
- Enter “A” in “FC” field.
- Enter items received.
- Select “Change” to save entries.

Note: Use “Page Down” or “Inquire” to access additional items, if applicable.

Step 4: Release
- After entering all items received, select “Release” located on the top tool bar, which will inform accounts payable that the item(s) have been received and can be paid.
7. Department approval is required for any item not on the original purchase order.
   
a. Notification according to department procedures will be sent to the accounts payable clerk.
   b. The accounts payable clerk will make the appropriate adjustments to the original purchase order
      and include the email as supporting documentation.

8. The department designee shall notify the accounts payable clerk by email if there are items ordered
    that will not be received. It is the responsibility of the department designee to cancel the order with
    the vendor. The accounts payable clerk will adjust the financial system to reflect the cancellation.

9. The accounts payable clerk will match all invoices to the scanned packing slip and Lawson–PO30
    data entered by the department designee.

10. Invoice payment will be made according to FS-24 Invoice Payment.