

GREENWICH PUBLIC SCHOOLS
Greenwich, Connecticut

Policy E-020 - FINANCIAL MANAGEMENT

Procedure E-020.4 - RECEIVING

Policy E-020 requires the District to maintain appropriate and widely-accepted accounting and budgeting systems, records, and procedures to assure financial control and safeguarding of the District's financial resources.

Receiving refers to the range of activities and accountability systems surrounding the delivery and acceptance of goods and services that have been ordered through the District's purchasing process. When shipment has been made to the destination shown on a purchase order, the staff member(s) responsible for receiving must verify the correctness of the shipment against the purchase order. The condition of the shipment must be observed and any exposed, external damage to goods or packing cartons must be noted. Careful attention to receiving insures supplies and materials are available to those who need them and the timely and accurate payments are made to vendors.

In general, supplies and materials are ordered by and delivered directly to schools by vendors on an as-needed basis. There are several exceptions including but not limited to copier paper and computers which are ordered and received centrally. The District Senior Buyer/Warehouse Supervisor shares responsibility and accountability for receiving with school-based custodial and office staff. The Senior Buyer reports to the Director of Budget and Systems and school-based office and custodial staff are responsible to their building administrators.

Preparation for Receiving

1. Identify a location in each school that will be used for receipt and storage of supplies and materials pending distribution within the school.
2. Insure staff members know their respective roles and responsibilities.
3. Include as much detail as possible in requisitions, including the name of the person or program requesting the order.

Procedures, Roles & Responsibilities

1. Accept delivery through signature indicating receipt (office staff – UPS, small packages; custodial staff – larger items).
2. Store items pending check-in (office and custodial staff)
3. Provide schools with blue receiving copy of purchase order (District accounting supervisor)
4. Check order for completeness, accuracy, and condition (office and custodial staff)
5. Date and sign the blue receiving copy of the purchase order indicating any shortages, back-orders, cancellations, etc. and return to District accounting supervisor with packing slips and invoices received with shipments as soon as possible to insure timely payment (office staff).

6. Authorize vendor payment (District accounting office)
7. Respond to questions about shipments or product deliveries (District Senior Buyer/Warehouse Supervisor)

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