

Title: #VII-10A. Receiving Procedures

Date: October 13, 2023 (Replaces version dated April 21, 2017)

All goods ordered by West Virginia University at Parkersburg personnel must be received in the central receiving office. The purchasing assistant generally accepts deliveries of incoming parcels from common carriers and vendor trucks; inspects for signs of damage (and files, or assists in filing, damage claims when necessary); sorts received parcels; delivers parcels to campus customers, obtaining appropriate signatures on delivery; and picks up and ships outgoing parcels or coordinates the shipping, via common carriers. In some cases, the receiving function is also responsible for opening and inspecting the contents of incoming parcels for conformance with purchase requisition requirements. Finally, the receiving office is the point of contact for any WVUP staff or employee who has directly purchased goods and needs verification of the goods received. For example, in order to expedite a repair, a maintenance employee may go to a nearby hardware store to pick up a part necessary to complete the repair. In these cases, upon returning to the college, the maintenance employee must report to receiving and have the purchasing assistant compare the items purchased with the receipt and verify that the two agree. Following are the specific steps necessary to complete the receiving process.

1. Upon arrival, delivery trucks are unloaded and merchandise is inspected for signs of physical damage by the purchasing assistant. If goods are damaged, they are not to be accepted, and/or a damage claim is filed.
2. After the goods have passed physical inspection, the purchasing assistant pulls the purchase requisition relating to the shipment received and performs a count of the items received with the quantity listed on the purchase requisition. If all of the product is not delivered, the purchasing assistant immediately calls the vendor to let them know and make arrangements for the vendor to ship the missing items.
3. If the goods received are a partial shipment, the purchasing assistant makes a copy of the original purchase requisition and indicates on the requisition how many items were originally received and circles the items that were not received. When the remaining items are received, the purchasing assistant follows items 1 and 2 above to receive the remaining items and uses the copy of the original purchase requisition to document this process.
4. Once the purchasing assistant is sure the order is correct, he/she signs and dates the packing slip. If there is no packing slip, the purchasing assistant provides an

internally generated receiving report with all of the appropriate information included. All packing slips and receiving reports are stapled to the completed purchase requisition.

5. All data relating to the order received is logged into a receiving log maintained on an Excel spreadsheet.
6. When the goods received constitute an electronic device such as a computer, iPad, television or such have completed the normal receiving process the item is delivered to the WVUP IT department. The IT Department signs for the receipt of the item, places an electronic inventory tag on the item, and logs them into the IT Inventory system. Once the tagging and inventory process is complete, the IT department delivers the electronic device to the appropriate recipient(s).
7. Any assets whose cost exceeds \$5,000 per unit is tagged with a West Virginia University at Parkersburg inventory tag. The purchasing assistant takes pictures of the item including the serial number, model number, and the inventory tag itself. After the completion of these steps, the purchasing assistant completes the appropriate online Asset Acquisition Form with all the appropriate information found on the receiving report. A copy of the completed Asset Acquisition Form is forwarded to WVU for entry in West Virginia University at Parkersburg capital asset and depreciation schedule.
8. The purchasing assistant then delivers the goods to the individual who placed the order. These individuals acknowledge receipt of the goods by signing and dating the purchase requisition.
9. Items that cannot be immediately delivered because the individual is not in his/her office or on campus are locked in the cabinet in the receiving area until such time as they can be delivered.
10. Once the goods are delivered, the purchasing technician staples together all of the relevant purchasing documents including the purchase requisition, invoice, packing slip, and receiving report and files them for safekeeping.

**Responsible Administrator: Executive Vice President for Finance & Administration,
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