

<b>UT Health Science Center: FI0430-H Receiving Materials</b>	
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<b>No./Title:</b> F430 – Receiving Materials	<b>Resp. Office:</b> FINANCE	<b>Effective Date:</b> 07/01/2016
<b>Category:</b> Procurement	<b>Last Review:</b> 12/18/2018	<b>Next Review:</b> 06/24/2021
<b>Contact:</b> Jonathan Lawshe, Director Procurement Services	☎ 901.448.2325	✉ jlawshe@uthsc.edu
<b>Related Policies:</b> <a href="#">FI0430 Receiving Materials</a> <a href="#">FI0120 - Records Management</a> <a href="https://uthsc.policymedical.net/policymed/anonymous/docViewer?token=de47aa28-16aa-408b-9c96-cb04f232964f&amp;dtoken=98d12494-a8f4-4f4c-bcd6-f211f31c489f">https://uthsc.policymedical.net/policymed/anonymous/docViewer?token=de47aa28-16aa-408b-9c96-cb04f232964f&amp;dtoken=98d12494-a8f4-4f4c-bcd6-f211f31c489f</a>		

## PURPOSE

University **Fiscal Policy - FI0430 Receiving Materials** sets forth in detail the procedures and guidelines to be followed by departments and offices in receiving materials, supplies and equipment and should be utilized as the official reference except for the items noted below as specific to the Health Science Center (HSC).

## HSC SPECIFIC RECEIVING POLICIES

- The HSC has no central receiving unit and therefore goods ordered through the Purchasing Office or directly by the department are delivered to the requesting department.
- At the HSC the department has administrative responsibility for maintaining all documentation involved in the requesting of and payment for services and goods. Refer to **Fiscal Policy FI0150 - Records Management** for length of time such records must be maintained.
- Departments will be audited periodically to determine that University ordering and payment processes have been followed and to assure that appropriate records are being maintained.