

System-wide Policy: FI0430 - Receiving Materials	
Version: 7	Effective Date: 11/01/2017

FI0430 – Receiving Materials

Topics:

Receiving Materials, Supplies, And Equipment	Contacts
Procedures	

Objective:

To provide guidelines and procedures for university staff on receiving materials, supplies, and equipment.

Policy:

[Receiving Materials, Supplies, and Equipment](#)

1. Unless central receiving is available, purchase orders and other requisitions should specify that materials, supplies, and equipment are to be delivered directly to the ordering department. At campuses and units with central receiving, deliveries should be made in accordance with campus or unit procedures.
2. The following procedures apply to departments that receive materials, supplies, and equipment directly.
 - a. The number and type of items received in a shipment should be documented by checking against a vendor-supplied delivery ticket (e.g., packing slip, bill of lading, invoice included with the delivery) or by creating a delivery ticket indicating the number and type of items and date received. In addition, the number and type of items received should be checked against the purchase order or requisition, when applicable. The items received should be examined for damage. Any damage or differences in quantity or type should be noted on the delivery ticket.
 - b. The employee accepting the delivery should sign and date the delivery ticket (see above) to record the receipt of the items.

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- c. Damaged goods/packaging should be noted on the delivery ticket/bill of lading. This way the shipping company has a record on file. If the claim is with the delivery company, then they have a record on the proof of delivery so they know it was delivered in that condition and not damaged later on UT property. It's also good practice to take photos of damaged goods/packaging when the freight is delivered.
- d. Any damage or discrepancy in materials obtained through purchase orders should be reported immediately to the purchasing department and followed up with a memo. Purchasing should initiate the required follow-up or claim for damages, except when it is desirable for the receiving department to conduct the follow-up or claim (with purchasing's permission).

If a purchase order was not issued, the department receiving the materials or supplies should contact the vendor immediately and request replacements for the damaged items or request an adjustment to the amount to be invoiced. If an invoice has already been issued, the vendor must issue a new invoice.

- e. The delivery ticket, when separate from the invoice, must be retained and matched to the invoice prior to payment. The delivery ticket must be filed with the invoice as supporting documentation.

PROCEDURES:

Knoxville:	http://budget.utk.edu/fiscal-policy/
Health Science Center:	https://uthsc.policymedical.net/policymed/home/index?ID=de47aa28-16aa-408b-9c96-cb04f232964f&
Institute of Agriculture:	https://ag.tennessee.edu/Pages/UTIApolicies.aspx
Martin:	http://www.utm.edu/departments/finadmin/procedures.php
Chattanooga:	http://www.utc.edu/business-financial-affairs/fiscalpolicies.php

System-wide Policy: FI0430 - Receiving Materials	
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FOR MORE INFORMATION:

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