

Central Consolidated Schools
Receiving Procedure for Activity Orders and
Direct Pick-up from Local Vendors

(effective 8/1/2014)

Materials and goods that are ordered from operational or grant funds must be shipped to the warehouse for receiving and delivery to school sites. When items are purchased with activity money under a blanket purchase order, items are to be shipped directly to the ordering site. The site receiving the merchandise, whether it be the warehouse or the ordering site, is responsible for checking in the items received so that invoices can be paid in a timely fashion. When items are purchased by site personnel and brought directly to the site (such as City Market/Walmart), receipts must be signed by the purchaser and the site/department supervisor, attached to the purchase order and sent to Accounts Payable. All invoices must be sent to Accounts Payable. Should an invoice be sent to the site, review and identify if the goods have been received, mark 'OK to pay', sign, date and forward immediately to Accounts Payable.

The steps for receiving activity orders and direct pick-up from local vendors (City Market, WalMart, Sam's Club, etc.)

1. Check in the shipment against the order for quantity and condition.
2. If all items have been received and they are in good condition, sign the invoice, packing slip, attach the purchase order and send all documents to Accounts Payable.
3. If only some items are received (others on back order), indicate those received on packing slip, sign packing slip, and attach purchase order.
4. Make copy of the documents to hold for additional merchandise on back order.
5. Send packing slip and purchase order to Accounts Payable.
6. If items have been damaged in shipping, items should be returned to the warehouse for return to the vendor. Such damage should be noted on the packing slip and signed/dated and returned with merchandise to the warehouse.