

<b>Policies of the University of North Texas Health Science Center</b>	<b>Chapter 11 – Facilities and Real Estate</b>
<b>11.102 PURCHASING &amp; CENTRAL SERVICES: Central Receiving: General</b>	

### Policy Statement.

The primary purpose of Central Receiving is to coordinate the functions of receiving and delivering merchandise purchased by the University of North Texas Health Science Center through the purchase order system, and for providing courier service to the off-campus clinics and to the University of North Texas.

### **1. Receipt and Inspection of Goods by Central Receiving**

Normal procedures require vendors to make deliveries to Central Receiving. All merchandise delivered to Central Receiving is subjected to count and examination to determine if correct quantities have been received as indicated on the purchase order, and to determine if there has been damage in transit.

The institution must report any discrepancies to the vendor and the Texas Comptroller of Public Accounts (Comptroller) if the order was issued by the Comptroller. Unless shipments are checked immediately upon arrival and any shortage reports are made within 15 calendar days, the vendor may not be held responsible for shortages. A vendor may be required to pick up any merchandise not conforming to specifications and replace the merchandise immediately.

State law prohibits the use of state resources for personal use. Therefore, use of the Health Science Center address, including Central Receiving, for receiving personal mail and packages is prohibited.

### **2. Receiving Reports**

At the time of delivery by Central Receiving a signature of the department ID holder or a designated alternate is obtained on the receiving report. By signing the receiving report, the department acknowledges that all material has been received as ordered and that it is believed to be in good condition. If there is a discrepancy, Central Receiving, Purchasing, and Accounting must be notified within 48 hours. Signature also constitutes invoice approval unless Accounting is notified within 48 hours to hold payment.

The receiving report is entered into the electronic purchasing system for use in the payment processing and research functions of the Health Science Center.

### **3. Overnight and Freight Shipping**

The State term contracts for overnight and second day delivery service are awarded by the Comptroller. When using State funds, the State contract vendors must be used if they provide the best value to the Health Science Center.

Contact Central Receiving for services provided by the State term contracts for shipping.

#### Application of Policy.

All Faculty and Staff

#### Definitions.

1. Inspection. "Inspection" means the examination and/or testing of merchandise to determine whether it has been received in the proper quantity and condition, and to verify that it conforms to the applicable specifications.
2. Concealed damage. "Concealed damage" means damage that was not evident at the time of receipt. If damages are discovered after unpacking the shipment, both the carrier and the vendor must be notified in writing, email or facsimile within 15 calendar days. The carrier must be notified within 15 calendar days of receipt to be held responsible for concealed damages.

#### Procedures and Responsibilities.

##### Procedure / Duty

##### Responsible Party

- |   |   |
|---|---|
| 1. Determine necessary receiving policies and procedures in accordance with State of Texas statutes, rules, policies, and procedures.   | Associate Vice<br><br>President for Finance; Director of Purchasing; and Assistant Director, Asset Management |
| 2. Maintains blanket order with State Term Contract vendor for overnight and second day delivery service.   | Assistant Director, Asset Management  |
| 3. Inspects for obvious shipping damage upon receipt.   | Central Receiving staff   |
| 4. Inspects for concealed damage and determines final acceptance or rejection of merchandise; reports any discrepancies to Central Receiving, Purchasing, and Accounting within 48 hours. | Department that receives the goods  |

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| 5. Notifies Central Receiving in writing immediately when a vendor delivers goods directly to department, and Central Receiving will enter the data into the electronic purchasing system. | Department that receives the goods    |
| 6. Notifies Accounts Payable in writing when a vendor provides services to department.   | Department that receives the services |
| 7. Become familiar with receiving policies and procedures.   | Anyone involved in receiving process  |

References and Cross-references.

The State of Texas Procurement Manual

<http://www.window.state.tx.us/procurement/pub/manual/>

Forms and Tools.

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Revised: