

Prepared by Property and Fund Management Office
This replaces Administrative Procedure A8.529 dated November
1997.

A8.529

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A8.529 Receiving

All Federal property either provided as Government-Furnished Property (GFP) or as Contractor-Acquired Property (CAP) must be inspected and checked promptly before the University assumes accountability. The responsibility for inspecting and certifying that the property was received in good order and condition rests with the Principal Investigator in the case of receiving GFP and the requisitioner/initiator in the case of CAP.

In receiving GFP, the Principal Investigator will sign and date the DD Form 1149, Requisition and Invoice/Shipping Document, or the GSA Standard Form 122, Transfer Order Excess Personal Property which involves the acquisition and receipt of excess government personal property under National Science Foundation grants or contracts and other sponsored awards permitting acquisition of excess GFP. The Principal Investigator shall promptly furnish these transfer form(s) to the Inventory Management Section after receipt of the property.

GFP that is furnished by means of the GSA Standard Form 122, and which is to be cannibalized, shall carry the typed statement "To Be Cannibalized" on the face of the form. The item(s) used as a result of the cannibalization shall be reported and recorded into the incorporated item. If not to be incorporated, item(s) must be properly categorized as to type of property and entered into the inventory.

For delivery and receipt of GFP, at time of receipt, any visible, audible, or other external evidence of damage shall be notated on the receiving document with the signature of the carrier's agent. As soon as possible, the Principal Investigator must send to the Federal Administrative Contracting Officer (ACO) via the Inventory Management Section, a full report of the damage, apparent cause, and estimated cost of repairs. The Federal ACO shall advise the University of the action to be taken. Also, if there is any error in quantity or item, or the property is received in a condition unsuitable for its intended use, the University must advise the Federal ACO, who will take corrective action.

For the delivery and receipt of Federal property purchased by the University, the originator of the requisition shall promptly certify on the Receiving Report, the receipt of the item(s) and forward same, along with the original invoice, to the Disbursing Office via the Fiscal Officer. Information to record the description, acquisition into the University's fixed assets system such as manufacturer's serial number, model number, title vesting code, acquisition/received date, location, unit acquisition cost, etc., shall be provided on receiving report or RCUH On-line Equipment Inventory Report to enable prompt issuance of University decals. Vendors shall be paid no later than thirty calendar days following receipt of the invoice or satisfactory delivery of the goods or the performance of the services in accordance with APM A8.839, Accounts Payable Processing.

University Receiving Reports must have the date of the receipt annotated and the signature of the individual responsible for receiving and accepting the item(s). In the case of incomplete or damaged shipments, a notation must be made on the Receiving Report to ensure that a proper claim for damage or shortage is processed by the University.

No later than thirty five days after the payment has been made for the University acquired Federal property, the Inventory Management Section will establish the necessary records and issue an identification decal to affix onto the property.