

A8.505 State Personal Property

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A8.511 Receipt of Materials

When delivery is made to the receiving department, the requisitioner makes a thorough inspection to determine that it is as ordered and that there is no concealed damage. If the shipment is complete and in good order, the delivery report is signed. If the shipment is not in order, discrepancies are noted and the vendor promptly notified, including the Purchasing Section, PPMO, if appropriate or desired. All actions necessary to obtain adjustment of shortages, overages or damages in shipment from the vendor, supplier, or carrier, as appropriate, should be taken in accordance with purchasing Administrative Procedures.

With respect to receiving actions involving nonexpendable personal property, the requisitioner is responsible for receiving and inspecting the delivered property and for assuring that the receiving report is submitted to the Disbursing Office in a timely manner.