

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: November 15, 2012

REVISED:

611-AR-1. RECEIVING PROCEDURES

District employees will follow these established procedures when receiving district purchases:

1. No deliveries will be accepted from vendors without an approved purchase order identified with the product.
2. Delivery will be opened immediately upon arrival. Employee will inspect the delivery to ensure that materials have been received undamaged and in the quantities ordered.
3. Employee will immediately report in writing any damaged or incorrect deliveries to the Business Manager or Purchasing Agent.

If delivered carton appears damaged, acceptance from the delivery service should be noted "pending concealed damage."

4. If delivery is correct and undamaged, employee will note such on delivery or packing slip, sign and date purchase order, attach delivery and packing slips, and forward to the Business Manager's office or Purchasing Agent's office.
5. The delivery will be delivered to the responsible administrator who initially approved the request.
6. The Business Manager or Purchasing Agent will process the purchase order, charge the specific budget account for the expenditure, and approve payment of the invoice.