

Materials and Equipment Receiving and Warehousing

Materials received through the central supply office will be checked against purchase orders before being forwarded to the school which placed the requisition.

Delivery will be accompanied by a "Delivery Record from Central Supply" form which will show the purchase order number of items being delivered or any necessary variation from the original requisition. The form must be signed by the person receiving the goods and the person delivering the goods.

The first copy of the form will be returned to central supply by the delivery person. The second copy will be kept by the delivery person. The third copy is the school copy.

If no one is available to sign for the goods at the delivery point, the goods must be returned to central supply.

Approved January 15, 1969
Revised February 11, 2009