



**City of Riverside
Administrative Manual**

Effective Date: 07/2009
 Review Date: 07/2012
 Prepared by: City Mgr/Finance

Approved:


 _____ Department
 City Manager

SUBJECT:

Receiving and Payment for Supplies

PURPOSE:

To provide a procedure for the receipt and payment of supplies and equipment.

POLICY:

Central Stores is the receiving agency for all deliveries to the Corporation Yard except vehicles and equipment. Fleet Management will receive and inspect supplier delivery of all vehicles and equipment for the Fleet Management Division. It is the ordering department's responsibility to make final inspection of items ordered and received.

The ordering department shall inspect for quantity, quality and conformation with specifications. Quantities received must be recorded on receiving and Purchasing Order forms. The ordering department receiving employee shall document any exceptions to the order (shortage, damage, or variations to specifications) on the freight ticket before signing for delivery.

The ordering department receiving employee shall notify the Procurement and Contract Specialist who placed the order immediately of any exceptions or to determine when delivery should be refused. The Procurement and Contract Specialist will contact the supplier to initiate the appropriate action.

PROCEDURE:

Responsibility	Action
Central Stores	1. Receives deliveries made to the Corporation Yard. 2. Places shipment in Central Stores. If item is a "straight-through" for department, delivers or arranges for the ordering department to pick up the shipment. a. Any discrepancies for Central Stores items, notifies Procurement and Contract Specialist for corrective action. b. Procurement and Contract Specialist takes appropriate action.
Ordering Department	3. Inspects and verifies all deliveries for compliance with the terms of the

PROCEDURE:

Responsibility	Action
Central Stores/ Ordering Department	<p>Purchase Order.</p> <ul style="list-style-type: none">a. Any discrepancies, notifies Procurement and Contract Specialist for corrective action.b. Procurement and Contract Specialist takes appropriate action. <p>4. Partial Delivery Receipts Notes date and quantity received of first delivery.</p> <p>5. Prepares Purchase Order Partial Payment form for all subsequent deliveries indicating Purchase Order number and quantity received.</p> <p>6. Completes copy of Purchase Order noting "FINAL" when the last partial shipment is received.</p> <p>7. Complete Shipment On First Delivery Notes on copy of Purchase Order date and quantity received.</p> <p>8. Payment In a timely manner, obtains authorized signature for approval of payment of goods received.</p> <p>9. Forwards copy of Purchase Order or Purchase Order Partial Payment to Accounting with any packing slips, invoices and similar documents for processing for payment.</p>