FACULTY OF MATHEMATICS & SCIENCE

TECHNICAL SERVICES

Internal Procedure:	Receiving goods and services
Date of Approval:	February 9, 2011
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PURPOSE

The purpose of this procedure is to outline responsibilities and establish uniformed instructions for receiving goods and services.

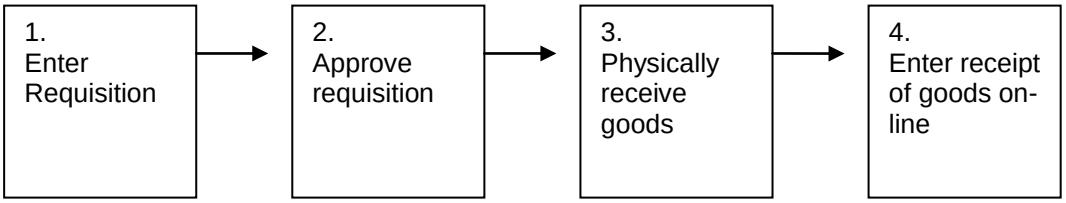
SCOPE

The procedure applies to Technical Service employees within the Faculty of Mathematics and Science.

BACKGROUND

It is the intention of the Faculty of Mathematics and Science, to outline responsibilities and establish a uniformed receiving procedure that provides segregation of duties at the departmental level.

PROCEDURE



1. **Enter Requisition**. The requisitioner should initiate the purchase of goods and services in accordance with the University Purchasing Policy.

2. **Approve requisition**. A purchase requisition for goods and services shall be approved by person(s) who have been delegated Departmental signing authority by the Dean of Mathematics and Science, in accordance with the University Signing Authority Procedures.
   If an approver is the same person who entered the requisition, they are allowed to approve a requisition, on condition that the Department Supervisor designates person(s) to either physically receive the goods and sign a packing slip (3), or enter receipt of goods on line.(4).

3. **Physically receive goods**. Individuals accepting incoming shipments must verify that the goods/services were ordered by their department, before signing and dating a packing slip/service order. Inspection of all packages or cartons at time of delivery is essential. After inspecting the packages, all signed and dated packing lists, bills of ladings and service orders should be forwarded to their Supervisor.

4. **Enter Receipt on-line**. The Supervisor will be responsible for recording receipts on-line, ensuring that packing slips have been signed and dated by the receiver.