



**BCIT & BCSSSD
STANDARD OPERATING PROCEDURES
RECEIVING**

All Relevant NJ Statutes, NJ Administrative Codes, District Policies and District Regulations are Incorporated Herein.

Any and all references made herein to the Business Administrator (BA), apply to the BA and/or her designee.

Any and all procedures included herein are subject to modification by the BA and/or her designee.

Any and all procedures included herein apply to any and all operations of the DISTRICT.

Any and all references made herein to the Principal, apply to the Principal and/or his designee.

Delegation of duties by the Principal does NOT result in his obviation from ultimate responsibility of the entirety of building level operations.

Maximization of internal control effectiveness is predicated upon optimal management oversight, which begins, and is required, at the building level.

At all times relevant, there will be a proper segregation of duties between the Purchasing function, the Receiving function and the Accounts Payable function.

Vendors are not to be paid outside of the Purchase Order process.

At no time is the Requester of the purchased goods/services to circumvent the receiving process.

At no time will goods be directly delivered to the Requester, and/or will services be directly rendered to the Requester, without the prior notification of the Receiving Department and/or approval of the BA.

1. The Purchase Order (PO) is a one-page document with two attached pages. The third page is the Receiving page. When an order is placed with a vendor, the Business Office employee placing the order sends the original Receiving page of the PO to the Receiving Department and scans the Receiving Department for a photocopy of the same document via email.

2. The Receiving Department employee is to file the original Receiving page of the PO in anticipation of the delivery of the goods/rendering of the services.

3. Regarding transactions related to the purchase of services, the Receiving Department employee is to contact the Requester of said services and ensure that the Requester is advised to obtain documentation from the vendor when

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the services are rendered. Original documentation is preferred, but photocopies are acceptable. However, in all practical situations, the Receiving Department employee should witness the rendering of said services.

4. Upon receipt of the goods/service, the Receiving Department inspects the delivery and matches the shipping documents to the PO.

5. If there is no PO, the delivery is to be refused. The Receiving Department will obtain as much relevant detail as possible regarding the goods/service, including but not limited to the identity of the individual for whom the delivery was intended.

6. The Receiving Department is to immediately notify the Business Office that an attempted delivery was made, and the Receiving Department is to forward to the Business Office all of the documents/details (the originals) related to the attempted delivery, keeping a copy of the documents for their records.

7. For all deliveries that can be matched to a PO, the Receiving Department will ensure that the goods described in the PO exactly match the goods being delivered.

8. They will then ensure that the goods described in the PO exactly match the goods listed in the shipping documents, including but not limited to the Bill of Lading and/or Packing Slip, etc.

9. The Receiving Department employee will ensure that some documentation from the vendor that is related to the delivery is retained – again, originals are preferred but photocopies are acceptable.

10. When a vendor delivers goods/renders services without any documentation, the Receiving Department employee will provide the individual making the delivery/rendering the service with a photocopy of the signed and dated Receiving page of the PO. The Receiving Department employee will then obtain the dated signature of the individual making the delivery/rendering the service at the conclusion of the transaction. At no time are deliveries to be dropped off at BCIT without the goods being examined by the Receiving Department.

11. Any and all discrepancies related to the shipments should be noted by the Receiving Department employee on the PO, in BLUE ink only, and immediately reported to the Business Office.

12. Any and all corrections to a PO must be made in the following manner:

- * No whiteout is to be used.

- * No pencils are to be used

- *The Receiving Department employee is to strike through the inaccurate information.

- * They are to then handwrite the correction.

- * They are to initial and date the correction.

13. The Receiving Department employee will then sign and date the Receiving page of the PO. This signature and date should be affixed to the Receiving page of the PO contemporaneously with the delivery. This includes goods/services received on an open (blanket) PO. Both the requester and the Receiving Department employee are to sign and date the Receiving page of the PO upon receipt of any and all goods/services. For open POs, the Receiving Department employee is to make a photocopy of the Receiving page and use that photocopy to document that delivery

in the same way the Receiving Department employee would use the original Receiving page of the PO. That photocopy should be numbered 1 of __, 2 of __, etc. The final delivery on an open PO should be documented on the original Receiving page of the PO. Upon receipt of this final Receiving page, the Accounts Payable employee will fill in the blank page numbers on the photocopies of the Receiving pages previously received.

14. If, for some reason, the Receiving page of the PO is not signed contemporaneous with the delivery of the goods, then two dates are to be affixed to the Receiving page of the PO – the date the goods were received and the date the Receiving page of the PO was signed.

15. The Receiving Department employee will deliver the goods to the Requester of the purchase. The Requester will ensure that the goods being delivered are the same goods that are itemized on the PO. Discrepancies should be noted and dated on the PO by both the Requester and the Receiving Clerk. Any and all discrepancies are to be reported to the Business Office immediately. If the Requester is out, then the Receiving Clerk is to deliver the goods “up the Chain-of-Command.”

16. The Requester will sign and date the PO below the signature and date of the Receiving Department employee. The date affixed by the Requester should reflect the date that the Requester received the goods. The Requester is to notify their immediate Supervisor if they are presented with the Receiving page of the PO at any time subsequent to their physical receipt of the goods/services. The Supervisor will then immediately notify the Business Office of this event. The Requester will then sign the Receiving page of the PO and affix the date the goods were received and then affix the date the Requester was presented to the Receiving page of the PO. Therefore, in this particular instance, the Requester will affix two different dates to the Receiving page of the PO – the date the goods/services are received and the date the Requester signs the document.

17. The Requester, if they so desire, may retain a photocopy of the signed, initialed and dated Receiving page of the PO for their records.

18. The Receiving Department employee will then make a photocopy of any and all of the documents related to this delivery, along with the inventory control form (where applicable - see number 21 below), and then forward any and all of the original documents to the Business Office, retaining the photocopied records and ensuring their availability for inspection at any and all times. This procedure will be completed within 48 hours of the delivery of the goods/services.

19. Whenever dealing with purchased services, it will be incumbent upon the Receiving Department employee to obtain the signed and dated verification of the performance of said services from the Requester. This signature will be affixed to the requisite portion of the Receiving page of the PO. Again, when the date of a signature differs from the date of the receipt of services, both dates are to be affixed to the Receiving page of the PO.

20. At no time is any employee to sign, initial and or date the receiving page of the PO prior to the receipt of the goods or the rendering of services. Absolutely no exceptions. Any employee engaging in such a practice will be held accountable

21. With regard to fixed assets, the following additional procedures are to be followed:

- a. The Receiving Clerk will affix a Fixed Assets Identification Tag to any and all Fixed Assets that cost \$2,000.00 or more.
- b. An Inventory Control Form is a 1-page document with 2 copies attached. The Receiving Clerk will complete parts 1 & 2 of the Inventory Control Form in its entirety for any and all Fixed Assets that cost \$500.00 or more.
- c. The Receiving Department is to attach the original Inventory Control Form to the Receiving page of the PO as part of procedure 18 above. They will also send the first copy of the Inventory Control Form to the Business Office.
- d. The Receiving Department is to retain the second copy of the Inventory Control Form for their records.

22. In the event of any discrepancy related to a delivery, the Receiving Department is to immediately report the discrepancy to the Business Office. The Business Office will investigate the circumstances surrounding the discrepancy and determine the appropriate course of action. Any and all communications related to any and all discrepancies will be documented utilizing the District email system, including but not limited to the initial report of the discrepancy to the Business Office by the Receiving Department.

23. The Business Office is to be notified immediately via the District email system by the Receiving Department when a vendor has sent samples, complimentary, and/or bonus items to the District. None of these items are to be delivered by the Receiving Department until authorized by the Business Office.

24. Only Administrators are allowed to pick up purchased goods from the vendor's location, provided that they have the advanced approval of the BA.

25. No employee is authorized to ever affix the signature, or date thereof, of another employee to the Receiving page of the PO.

26. Only the Receiving Clerk or their Supervisor are authorized to sign the Receiving page of the PO on behalf of the Receiving Department.

27. Any and all returns of purchases are to be made within three business days of the receipt of the goods to be returned. Any and all returns are to be made by the Receiving Department. Any and all correspondence between the Receiving Department and the vendor is to include the Business Office.

28. The BA is to receive the rationale of the employee and the Principal for any and all SOP Violations by the close of business on the day following the notification of said SOP Violations.

29. The Receiving Department should never accept goods that have been dropped off and left at our Receiving Department when there is no opportunity for the Receiving Clerk to interact with the deliverer of the goods. These goods are to be returned. However, the goods may be accepted if the deliverer returns to review the delivery with the Receiving Clerk.

30. The Receiving Department should never accept delivery of goods that were purchased personally by an employee.

