

**COLLEGE OF SOUTHERN NEVADA
FINANCE & FACILITIES DIVISION
RECEIVING POLICY**

1. PURPOSE

To provide direction to College departments regarding the receipt and delivery of merchandise, verification of purchase orders, and return of goods.

2. POLICY

A. Receipt, delivery and verification of purchased items

- 1) All goods purchased **must** be delivered directly to one of the three main campus Receiving Departments, unless an exception is granted by the Buyer upon processing of the purchase order.
- 2) It is the responsibility of the Receiving Department personnel to verify items received against system purchase orders.
- 3) The Receiving Department personnel will deliver goods within two business days if possible.
- 4) If an item has been approved as an exception for delivery to a location other than the Receiving Department, the signed and verified packing slips for goods received must be sent to the respective campus Receiving Department within two business days.
- 5) Prior to delivery, any damaged items will be reported to the recipient for clarification of how to handle these items.
- 6) It is the responsibility of the end user to contact the vendor regarding any damaged items.
- 7) Delivery of personal items is prohibited.
- 8) Items without a purchasing document in the system will not be delivered.
- 9) Assets as defined by the *CSN Equipment Policy* will be tagged by Receiving Department personnel prior to delivery.
- 10) Items to be picked up from the Receiving Department dock must be retrieved within three business days. Any items required to remain in the Receiving area for more than three business days must be communicated to the Receiving Manager.

B. Return of Goods


- 1) Damaged or unacceptable goods are held on the Receiving dock for further action, return, or acceptance by end user.
- 2) Authorization for the return of product to vendor is the responsibility of the requestor.
- 3) Unless the vendor issues a call tag, return of product must be accompanied with a completed and signed shipping authorization form.

Receiving Policy

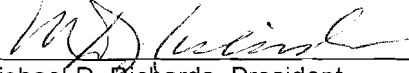
3. **APPROVAL**



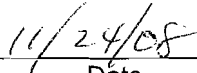
Patricia Charlton, Sr. Vice President, Finance & Facilities



Date

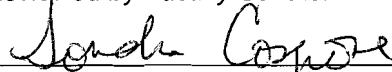


Michael D. Richards, President

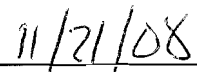


Date

Reviewed by Faculty Senate:



Sondra Cosgrove, Faculty Senate Chair



Date