

<b>Los Angeles City College Administrative Services “How To” Book</b>	<b>Receiving Purchasing</b>	<b>VII</b>
		<b>F-1</b>
<b>How Do I Receive Items (Goods)?</b>		

**A. Brief Description**

These Procedures are established to guide staff through the receiving process for Items or Goods

**B. How To**

1. Upon receiving a copy of an approved Purchase Order, the vendor ships the items (goods) to the Receiving Department with a packing slip or delivery order.
2. The Receiving Department receives the items or goods with the packing slip or delivery order.
3. The Receiving Department counts the items against the packing slip or delivery order.
4. The Receiving Department inspects the items during the count to ensure that there are no damaged items (goods) or products.
5. The Receiving Department staff signs the packing slip or delivery order from the shipper or vendor after counting and inspecting the items or goods.
6. If there is a discrepancy, the discrepancy is reported to the Requestor, Purchasing Department and Vendor.
7. If the vendor acknowledges the discrepancy such as shortages or damage goods and decides to make a correction, the Receiving Department will receive the goods or items and make note on the packing slip or delivery order.
8. If the items or goods are received with discrepancies and the requestor and vendor agree on the shortages, the adjustments are made to the packing slip or delivery order and in the SAP system by the Receiving Department.
9. If the items are damaged, it will not be received and out rightly refused. If the wrong items or goods are shipped, they will also be rejected or refused.
10. For Specialty items such as Information Technology equipment or Building Systems components, the Receiving Department staff may request staff from the Information Technology or Facilities to inspect the items prior to acceptance; or the items may be accepted and have technical staff with relevant expertise inspect the items later. Receiving of such items does not constitute acceptance. Such items may require testing by the requesting department depending on the purchasing agreement.
11. After physically receiving the items by the Receiving Department staff, the order should be entered into the SAP system by utilizing the document order number or Purchase Order number.

12. The Receiving Department tags the items or goods and enters into the SAP system the tag number and the serial number of the items or goods.
13. The Receiving Department must ensure that any furniture, fixture or equipment item that equals the low Value or capital asset thresholds is affixed with the appropriate physical inventory/property tag before it is released to the requestor. At present, the Receiving Department utilizes the same tag for both low value asset and capital asset.
14. The Receiving Department then delivers the items to the requestor or has the requestor pick up the items. The requestor should sign off on the acceptance of the purchased items when the Receiving Department staff transfers or delivers the items to the requestor. If the items are delivered directly to the requestor and not to the Receiving Department, the requestor should return the items to the Receiving Department for appropriate receipt in the SAP system and, if necessary, inventory tagging. Specially funded assets require different inventory tags from the regularly funded items or General fund. (This Specially Funded tagging system has not been implemented in the Receiving Department as yet.)