

## Policy 3240 Receipt of Goods and Services

<b>Responsible Office</b>	Procurement	<b>Effective Date</b>	7/1/98
<b>Responsible Official</b>	Executive Director of Procurement	<b>Last Revision</b>	11/15/00

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### Scope

This policy provides guidelines to be followed when receiving goods and services at Yale University through the central receiving department and other Yale locations. It specifies receiving locations and notification thresholds.

### Policy Statement

The requisitioner of goods and services on behalf of the University is responsible for assuring that such goods and services are received in the manner and quantity ordered. For certain transactions, as defined within this policy, the requisitioner must notify Accounts Payable of receipt. The department administrator or business manager is responsible for assuring that such receiving verification and notification occurs within his/her department. The receiving department, Traffic, Receiving and Stores (TR&S), provides for the acceptance of goods into the University. Goods may also be shipped to and received by a department requester and/or approved secondary receiving stations, when applicable.

### Reason for the Policy

This policy defines the manner in which goods and services are received by the University to assure that the quality, amount, and price of the goods and services received are correct, and that payment is made only for goods and services actually received.

### Definitions

#### Contract Order

A long-term agreement with a single vendor that allows for negotiated pricing and associated price breaks. Contracts are based on agreements negotiated by the Purchasing Department on behalf of the University at large or for individual departments. A contract order does not necessarily include a commitment for defined items at defined prices.

#### Purchase Order (PO)

An offer to purchase and a legal commitment to supply the University with goods and services. A standard purchase order is generally used for the one-time purchase of known goods and/or services. The PO must include the following essential pieces of information: purchase order identification number, description of goods

and services ordered; requisitioner name and location, delivery instructions, charging instructions, the costs of goods and/or services and the terms and conditions of the order. The PO must specify a delivery date and a vendor.

### Receipt Acknowledgment

The admittance of the receipt record to the designated system (e.g., Oracle, MPAC, ORBIS) for goods and/or services that allows for invoice payment.

### Release (against a Contract Order)

A release references a previously negotiated agreement with a vendor and requires all of the same information as specified on a purchase order.

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## Policy Sections

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### 3240.1 Receiving Locations

The Traffic, Receiving & Stores (TR&S) department operates four receiving stations and delivers goods received to the appropriate campus address. Receiving stations do not receive services. The four locations are:

- Medical School: 200 South Frontage Road, New Haven, CT 06510
- Boyer Center: 295 Congress Avenue, New Haven, CT 06510
- Central Campus: 100 John Murphy Drive, New Haven, CT 06513
- Science Hill: 266 Whitney Avenue, New Haven, CT 06511.

Many large departments operate their own receiving stations.

### Receipt of Goods

Under certain circumstances, goods may be received directly to the building and room of the requester without being routed to a designated receiving station. This applies when:

- the goods are shipped via an air or ground package carrier (e.g., UPS, Fed Ex, etc.)
- the goods are delivered via the vendor, authorized installer or sales representative
- the requester picks up the goods from the vendor.

Goods may **not** be received directly to the building and room of the requisitioner when:

- the goods are shipped via motor freight carrier which requires dock facilities
- the goods are a restricted commodity (see Policy [3220](#) Purchase of Restricted Items) and must be received by the authorized University department
- physical constraints prohibit receiving
- security constraints prohibit receiving.

### Receipt of Services

The requisitioner should be the receiver of services. Services cannot be received by any receiving station or by a secondary receiving station.

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**3240.2 Notification Thresholds**

The University's policy is to verify receipt of all goods and services purchased at the University. In addition, requisitioners must provide receipt acknowledgement to Accounts Payable in order to release payment for standard purchase orders or releases against contract orders for goods and services with a value equal to or greater than \$5,000.

Requisitioners are responsible for verifying the actual receipt of the goods or services whether or not an official receipt notification is necessary.

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**3240.3 Receipt Acknowledgment**

The University will not pay invoices (as specified in Section 3240.2) until the goods and/or services have been confirmed as received. Receipt acknowledgement is the responsibility of the requester and the department administrator or business manager (or their designee). TR&S provides delivery service for goods, but does not enter the receipt acknowledgment for these goods.

- Submission to Accounts Payable of an authorized invoice or payment request constitutes verification that the goods and services covered have been received.
- If a department requests that a standard purchase order or a release against a contract order require invoice approval by the department administrator or designee (regardless of dollar amount), submission of an approved invoice to Accounts Payable constitutes verification that the goods and services covered have been received. In this case, separate receipt acknowledgment is not required.

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**3240.4 Separation of Duties**

Good business practice separates the duties of purchasing, receiving and authorizing payment for goods and services by distributing the duties among two or more people. Departments are expected to assign duties accordingly. If staff limitations require one person to be responsible for these functions, a supervisor must accept responsibility for monitoring and verifying the transactions.

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**Procedures**

[3240 PR.1](#) Verifying Receipt of Goods and Services

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**Related Information**

Policy [3201](#) General Purchasing Policy

Policy [3220](#) Purchases of Restricted Items

Policy [3401](#) General Payment Policy

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## Contacts

Subject	Contact	Phone
Interpretation of policy	Associate Director of Purchasing	432-9980 or 432-9982
University Purchasing Card	Manager of Electronic Commerce	432-3227
Receiving stations and delivery of goods	Traffic, Receiving & Stores	432-9906

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## Roles and Responsibilities

### Requester (requisitioner) of goods and/or services

Verifies receipt of goods and/or services prior to payment.

### Traffic, Receiving & Stores (TR&S)

Accepts goods into the University, and provides delivery service for these goods. Does not enter the receipt acknowledgment for those goods.

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## Revision History

This revision effective 11/15/00.

Policy 3240 first issued 7/1/98.

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