

V. RECEIPT OF MATERIEL

When delivery is made through a campus Receiving Department, the Receiving Department determines that the number of packages corresponds to the bill of lading and that there is no visible damage. The custodial department, upon receipt of the materiel, makes a thorough inspection to determine that it is as ordered and that there is no concealed damage. If the shipment is complete and in good order, the delivery report is signed, noting equipment serial numbers when available. The shipping document may be used as a delivery report. If the shipment is not in order, discrepancies are noted and the Receiving Department and the Purchasing Department promptly informed.

When the quantity or description of materiel received differs from the quantity or description noted as shipped on the shipping document, only that quantity and nature of the materiel actually received is recorded on the official receiving and inventory records.

If damaged shipments are received on government bills of lading, the section "Report of Loss, Damage, Shrinkage" is completed on the back of the government bill of lading. A statement of the condition and the apparent causes is furnished to the government.

Notice of receipt of government-furnished property is provided to the government immediately upon receipt of the property. In the instance of University-acquired government property, notice of receipt must be provided to the government no later than the time the University submits application for payment of the property.

When a misdirected shipment of government property is received, a record is made of the identity (shipping document, bill of lading, etc.), origin and content (items in the shipment) per shipping documents, if available, and location and disposition.