

Topic	RECEIPT OF GOODS AND/OR SERVICES	Procedure	05.07
Category	Expenditure	Updated	03/2016

RELATED POLICIES, PROCEDURES AND FORMS

Policies	Procedures	Forms
Purchasing Policy	Purchasing Procedures Purchasing Card Procedures	Goods Register - Example

RECEIPT OF GOODS AND/OR SERVICES

1 INTRODUCTION

This procedure addresses requirements for the receipt of goods and/or services in the University¹.

Definitions: *“Controlled Delivery Point”* (CDP) means a designated delivery point within the University where goods are delivered by external suppliers.

“Requestor” is the person responsible for placement of a Purchase Order.

2 LOCATION OF CONTROLLED DELIVERY POINT

Various areas within the University have been designated as CDPs and the “Ship to” field in the Finance System reflects this arrangement.

Any request to establish a CDP is assessed against the following criteria:

- staff must be available at the receiving point between the hours of 8.00 am and 5.00 pm Monday to Friday to receive deliveries;
- the delivery point must be clearly identified and easily accessible for the delivery driver relative to the availability of parking within a reasonable proximity;
- deliveries must be capable of being stored securely until such time as they are opened to confirm whether contents are consistent with the relevant Purchase Order;
- the delivery point must have the capacity to perform on-line receipting of goods in the Finance System.

The approval of the Head of Business Services (or nominee) is required before a CDP can be established.

Default CDP conditions apply for a Department/Element within the Finance System. A Department/Element must nominate an alternative CDP or indicate “Special” in the “Ship to” field on the Purchase Request if circumstances deem it inappropriate to arrange delivery to a default CDP. Where “Special” is nominated, delivery location details must be included in the body of the purchase order.

¹ *Financial and Performance Management Standard 2009, Part 2, Division 4, General Resource Management (Section 19)*

3 GOODS REGISTER

It is recommended that a Goods Register be maintained at each CDP to record details of all goods received and their collection by the Requestor. The register should include details such as:

- Date goods received;
- Transport Company (optional);
- Delivery/Consignment number (optional);
- Number of boxes;
- Order Number;
- Invoice Number;
- Supplier;
- Signature (or name) of the person who received the goods;
- Goods Requestor;
- The signature of the person who took delivery from the CDP staff.
- Date of collection from CDP.

4 VERIFICATION OF GOODS DELIVERY

Prior to signing delivery documents, CDP staff should:

- ensure that goods are being delivered to the correct delivery address. Redirect the carrier to the correct delivery point, where it is obvious that the goods are being incorrectly delivered;
- confirm that the number of boxes delivered match the number on the delivery docket or packing slip;
- inspect boxes for any sign of damage. Endorse delivery documents – “Accepted subject to survey in store”, if there is any suspicion of damage. Failure to do so may prejudice any subsequent insurance claim.

CDP staff should verify that the goods being delivered agree with the invoice or packing slip supplied with the goods. Where the goods delivered differ from the invoice or packing slip e.g. the wrong size, the wrong quantity, damaged, CDP staff should contact either:

- the supplier to sort out problems prior to contacting the Requestor. This keeps the paperwork and inquiry information together and ensures better tracking of problems; and/or
- the Requestor for advice on what further action is required.

Safety management – dangerous goods

Any person in the University who authorises the purchase, lease or hire of goods and services is responsible for identifying and assessing potential risks to health and safety, associated with the good or services, and for ensuring the implementation of control measure to eliminate or reduce the risk as far as reasonably practicable.

To validate the appropriateness of established risk reduction measure in maintaining an acceptable level of risk, a review process, verifying that established procedures are suitable, and are based on appropriate standards and practices is to be maintained.

5 REGISTERING GOODS RECEIVED IN FINANCE SYSTEM²

A CDP with access to receipting of goods and/or services online:

- receipts the goods and/or services against the relevant Purchase Order including bar-coding and recording of any asset;
- records the receipt number e.g. Receipt # nnnn, on delivery documentation e.g. delivery docket, packing slip or invoice; and
- forward a scanned copy of the invoice ONLY to Finance for processing email: Fin-Billto@griffith.edu.au

Where online access to receipt goods and/or services is not available, CDP staff:

- confirm delivery of goods and/or services by noting on the delivery documentation "Goods Received - Okay to Pay";
- barcode any asset and record barcode and asset details on delivery documentation; and
- forward a scanned copy of the invoice ONLY to Finance for processing email: Fin-Billto@griffith.edu.au. In these instances, Finance will receipt the goods and / or services.

6 RECORDING OF ASSETS

Recording of assets is required before goods are collected by the Requestor (or delegate). See Procedure – [Assets – Acquisition of Non Current Assets](#).

7 COLLECTION OF GOODS

When advised that goods have been received, the Requestor is responsible for arranging the collection of goods from the CDP. The Requestor or a delegate is required to sign that custody of the goods is accepted.

8 ADDITIONAL REFERENCE MATERIAL

For further guidance please consult the reference material provided below. Financial Accountability Handbook:

- Volume 2, Information Sheet 2.3 – What are Internal Controls
- Volume 2, Information Sheet 2.4 – Limitations of Internal Controls
- Volume 3, Information Sheet 3.1 – Risk Identification and Management
- Volume 4, Information 4.1 – Monitoring and Assessment of Internal Controls

9 FURTHER INFORMATION

For further information, contact the Accounts Payable Manager or email Fin-AcctsReceivable@griffith.edu.au

² *Financial Management Standard 2009*, Part 2 Division 4 – General Resource Management (Section 23)