**PROCEDURES FOR RECEIVED MERCHANDISE**

1. When merchandise is received, it should be immediately unpacked and inspected for damage – preferably before the carrier that delivered it has left.

2. Verify the number of boxes or packages with the number on the delivery receipt. Note any discrepancy on the carrier’s receipt. Also note any damage to merchandise BEFORE signing for the package(s). Failure to do so may result in the library having to pay for damaged material.

3. Remove packing list and invoice (if included). Sign and date the packing slip, indicating receipt of merchandise.

4. Fill out a Receiving Report for all goods and services. Please fill out the Receiving Report form completely. Attach the packing slip, invoice, etc. to the form and send it via interoffice mail to Purchasing, Finance Department or fax the Receiving Report form with packing slip, invoice, etc. to: (719) 562-5655.

5. If there is any damage/defect/problem with the merchandise, please indicate what the problem is on the Receiving Report form. If additional space is needed for damage/defect/problem continue narrative in the comments section. Please advise what action has been or should be taken.

6. Please take care to fill out the form COMPLETELY, including your signature and contact information. Prompt submission of the form to the Purchasing, Finance Department fulfills three objectives:

* Initiates payment of the invoice, which may have been received and is being held for verification of receipt of goods.
* Supplies information for the inventory system – serial number, model number, etc. This is vital information to keep track of our fixed assets.
* Provides warranty and vendor information to keep our files updated and accurate.

7. The Receiving Report form should also be used to inform the Purchasing, Finance Department when a service has been completed, such as wiring, carpet cleaning, equipment repair, etc. It is also important to note any problems that may have occurred during the performance of the service.