Raymondville Independent School District
419 FM 3168, Raymondville, Texas 78580
Phone: (956) 689-8175 ● FAX: (956) 689-5869 – Business Office

Receiving Department

Title: Receiving & Processing of Incoming Goods - Responsibilities & Procedures

The Receiving Department is responsible for the receipt and distribution of all goods delivered through Central Receiving.

UPS and Fed- Ex will deliver and pickup items at the Receiving Department address. Purchase orders have your school name and the receiving address. In the event, your school receives items directly from the vendor or UPS/Fed-Ex, please make sure to contact the Receiving Department and advise them of the receipt. It is imperative that they are made aware of items not delivered by them because they will have an open purchase order pending delivery.

Please note that all orders even those for Scholastic Book Clubs that are paid for by the students could be delivered to the Receiving Department. To expedite the receipt of these items, please alert the Receiving Department so they can quickly get the items to your location. Keep in mind that they are constantly looking for a purchase order to coincide with the items delivered.

After receiving materials, the Receiving Department will transport such items to the appropriate delivery point and obtain appropriate signatures on the corresponding receiving documents.

The Receiving Department will inspect shipments for obvious damage, irregularities, or other discrepancies. However, the requisitioning (purchase order) department is ultimately responsible for the acceptance of the merchandise, and should advise Accounting, in writing, immediately upon discovery of any damages, irregularities, nonconformity with specifications or other discrepancies.

The Receiving Department has limited storage facilities available. The Department Head, Principal, Secretary or designated person responsible for the purchase order, should contact the Coordinator of the Central Receiving Department to arrange for unusually large shipments or shipments that may need to be stored for an extended period of time before the item/s are delivered to the department.

Receiving & Processing of Incoming Goods – Additional Responsibilities

The moving of equipment, furniture and other item requests must be submitted to Maintenance Department in writing. All move requests pertaining to Technology items should be directed to the Technology Department

Move orders procedures:

1. All move orders are to be handled by the Maintenance Department.
2. Each move order is completed based upon its effect on the continuance of academic activities.
3. Move requests are usually completed within five (10) working days
4. Move orders should be completed and mailed via inter-office mail system.
5. Faxed requests to move materials will not be honored.

Receiving & Processing of Incoming Goods - Exceptions

When schools are closed due to holidays or normal closings, there will be no deliveries made that will require a signature for proof of delivery. Items that are of bulk, furniture moves and Xerox supplies will continue to be delivered as arranged by the Coordinator of the Central Receiving Department.

Return of Materials – Responsibilities & Procedures

It is the responsibility of Central Receiving to arrange the filing of all claims for damaged materials, and to initiate requests for replacement shipments. In the event the item is delivered directly to the schools, it is the school's responsibility to arrange for the filing of all claims and to immediately notify Receiving for proper return.

The return of any supplies or materials to the vendor, whether resulting from damage, missed-shipment, or other reasons, should be arranged through the Receiving Department who will then notify the Accounting Department to assure applicable credits or refunds are received. The department responsible for the purchase order should notify Central Receiving immediately of any problems with the delivery. The following information should be provided:

- Vendor name and purchase order number.
- Date received.
- A list of the items damaged or affected by differences, irregularities, or non-conformity with specifications, and a detailed description thereof.
- Condition of the parcel(s) upon receipt.
- Location of the parcel(s).

Central Receiving will notify Accounting of the discrepancy in order to update its records of the purchase order.

After arrangements have been made to return the items to the vendor, Central Receiving will schedule a pick-up during its normal delivery route. The purchase order number must be prominently displayed along with the return label supplied by the vendor, on all items being processed for return.

Return of Materials – Exceptions

Goods accepted and received directly by any department will be responsible for arranging the returns directly with the vendor. Central Receiving will ship the goods back after the proper arrangements have been made.

Materials may be returned for immediate exchange directly to the supplier. The exchange should be for the same item(s) or comparable item(s) of equal value. The department responsible for the exchange will notify Central Receiving who will update the receiving report to reflect the changes. *You may not substitute an item for a different item even if they are of equal value. A new purchase order should be generated.*

Direct Shipments – Responsibilities & Procedures

• Departments are responsible for the proper handling of all shipments not delivered through Central Receiving; Individuals accepting direct shipments should follow these basic guidelines:

- Do not sign the freight bill until after inspecting all incoming boxes or cartons.
- Verify the number of cartons listed on the freight bill with the actual number of cartons received.
- If a carton appears damaged:
  - Insist that it be opened and jointly inspected before the driver leaves.
  - Note any damage in writing on the freight bill and have the driver sign your copy.

Notify Central Receiving immediately to arrange for damaged merchandise to be returned for proper replacement or credit.

Retain all damaged cartons and packing materials.

If upon further inspection, there appears to be a problem with the shipment (shortages, incorrect items, etc.), notify Central Receiving immediately to arrange for return for proper replacement or credit.

If the merchandise has a purchase order number, the department must contact Central Receiving immediately after accepting, and report the items received to keep accurate tracking information of the purchase order to correspond with that of Accounting.

Direct Shipments – Exceptions

The Central Receiving Department will not handle in any way, the delivery of items currently being directly shipped to offices, departments, and/or programs, such as; school base, or health services. These entities will continue to receive their goods as they currently do.

Central Receiving will only handle the receipt and/or delivery of these items if prearranged and has prior approval by the Coordinator of Central Receiving, and if needed, the Business Administrator or the Assistant Business Administrator and the corresponding department's supervisor.