



City of Arts & Innovation

City of Riverside Administrative Manual

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Next Review Date: 12/2025
Policy Owner(s): Finance Department

Approved:

Michael D. Moore
 Michael D. Moore (Dec 29, 2022 16:59 PST)

Department

City Manager

SUBJECT:

Receiving and Payment for Supplies

PURPOSE:

To provide a procedure for the receipt and payment of supplies and equipment.

SOURCE OF AUTHORITY: Purchasing Resolution Article Eleven

POLICY:

Central Stores is the receiving agency for all deliveries to the Corporation Yard except vehicles and equipment. Fleet Management will receive and inspect supplier delivery of all vehicles and equipment for the Fleet Management Division. It is the ordering department's responsibility to make a final inspection of items ordered and received.

The ordering department shall inspect for quantity, quality and conformation with specifications. Quantities received must be recorded on receiving form/packing slip and Purchase Order. The ordering department's receiving employee shall document any exceptions to the order (shortage, damage, or variations to specifications) on the freight ticket before signing for delivery.

The ordering department receiving employee shall notify the Procurement and Contract Specialist who placed the order immediately of any exceptions or to determine when delivery should be refused. The Procurement and Contract Specialist will contact the supplier to initiate the appropriate action.

Under no circumstances shall receipt of items take place without a corresponding Purchase Order.

PROCEDURE:

| Responsibility | Action |
|----------------|--|
| Central Stores | 1. Receives deliveries made to the Corporation Yard. |

PROCEDURE:

| Responsibility | Action |
|---|--|
| Ordering Department | <ol style="list-style-type: none"> 2. Places shipment in Central Stores. If item is a "straight-through" for department, delivers or arranges for the ordering department to pick up the shipment. If any discrepancies for Central Stores items, <ol style="list-style-type: none"> a. Inventory Control Specialist II takes corrective action; and b. Notifies the Central Stores Supervisor of discrepancy in case of escalation issues. 3. Inspects and verifies all deliveries for compliance with the terms of the Purchase Order. If any discrepancies, <ol style="list-style-type: none"> a. Notifies Procurement and Contract Specialist for corrective action; and b. Procurement and Contract Specialist takes appropriate action. |
| Central Stores / Ordering Department | <p>Partial Delivery Receipts</p> <ol style="list-style-type: none"> 4. Notes date and quantity received of first delivery. 5. Prepares Purchase Order Partial Payment form (Attachment 1) for all subsequent deliveries indicating Purchase Order number and quantity received. 6. Completes copy of Purchase Order noting "FINAL" when the last partial shipment is received. <p>Complete Shipment On First Delivery</p> <ol style="list-style-type: none"> 7. Notes on copy of Purchase Order date and quantity received. 8. Signs the second and third copies of the Purchase Authorization or original release indicating delivery. 9. Files the third copy of the Purchase Authorization or original release. <p>Payment</p> <ol style="list-style-type: none"> 10. In a timely manner, obtains authorized signature for approval of payment of goods received. 11. Forwards copy of Purchase Order or Purchase Order Partial Payment through Oracle to Accounts Payable with any packing slips, invoices, and similar documents for processing payment. |
| Accounts Payable | <ol style="list-style-type: none"> 12. Receives above documents and processes for warrant/check covering total purchases. |

Attachment:

1. Purchase Order Partial Payment Form

PURCHASE ORDER PARTIAL PAYMENT

PURCHASE ORDER NUMBER _____

VENDOR NUMBER _____

VENDOR NAME _____

DATE PREPARED _____

DATE DUE _____

| INVOICE NUMBER / PAYMENT DESCRIPTION | GENERAL LEDGER | | JOB LEDGER (If Required) | | W/O NO. | AMOUNT |
|--------------------------------------|----------------|-----------|--------------------------|-----------|--------------|--------|
| | GL KEY | GL OBJECT | JL KEY | JL OBJECT | | |
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| | | | | | TOTAL | |

Certification of Delivery

 Signature

 Date

Approved For Payment

 Department Head Signature

 Date