

### **Receiving Supplies and Equipment**

Supplies and equipment purchased in the name of the School District shall be documented when received by checking against a vendor supplied delivery ticket (i.e. packing slip, bill of lading, invoice included with the delivery). In addition, the number and type of items received is to be checked against the purchase order or p-card request. Discrepancies must be reported to the accounts payable department immediately. All invoices are to be forwarded to the accounts payable department for processing.

It shall be the responsibility of school personnel receiving the equipment, supplies, and services to certify their receipt of these items to the accounts payable department in the method designated by the District.

Adopted: April 13, 1987  
Revised: March 13, 2006  
Revised: July 16, 2012