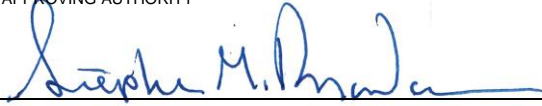


 Corrections and Community Supervision DIRECTIVE	TITLE Receiving Deliveries at Stores		NO. 4050
			DATE 12/19/2018
SUPERSEDES DIR. #4050; Dated 11/22/2016	DISTRIBUTION A	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

- I. DESCRIPTION:** This procedure is designed to guide stores personnel in the receiving of supplies and equipment at Departmental facilities. At facilities where the Storehouse is located inside the secure compound, deliveries of supplies and equipment shall pass security inspection at the gate and be accompanied by a Correction Officer to the receiving dock.
- II. MAINTENANCE OF PURCHASE ORDER DELIVERY COPIES**
- A. Stores Supervisor
1. Receives purchase order delivery copies from Purchasing Unit;
 2. Files above copies in open file in purchase order number order; and
 3. Periodically reviews purchase orders in open file and follows up as necessary on delivery status of orders.
- III. RECEIPT OF DELIVERIES**
- A. Truck Trap Correction Officer or Stores Supervisor
1. Examines delivery documents for correct address and identification of articles;
 2. Determines where the items should be delivered (i.e., Storehouse, Commissary, Arsenal, Pharmacy, etc.);
 3. If risk items, calls the Arsenal, Hospital, etc., to arrange for pick up; otherwise, arranges for delivery to be made to the Storehouse or Commissary; and
 4. A Correction Officer must escort the truck to the location of the delivery.
- B. Receipt of Goods at Storehouse by the Stores Supervisor
1. Merchandise received from a vendor or freight carrier (cartons are sealed and consist of packed, miscellaneous items):
 - a. Counts number of cartons only;
 - b. Inspects for visible damage;
 - (1) Rejects items or delivery, if necessary; and
 - (2) Makes any necessary entries on invoice, bill of lading.
 - c. Signs bill of lading, if appropriate;
 - d. Obtains Driver's signature on rejects;
 - e. Releases Driver;

- f. Opens mixed cartons and counts quantity received for each item and/or counts the number of cases for items received in full case lots, such as canned food;
 - g. Inspects for concealed damage, proper grade, proper size, shortages;
 - (1) Rejects any unacceptable items necessary;
 - (2) Notes quantities received on billing and delivery copy, if different;
 - (3) Notifies the Business Office as necessary, so that the Business Office staff can contact the vendor to follow up on damaged goods, shortages, or errors in shipment; and
 - h. Inspects for contraband.
- C. Merchandise Direct Delivered to Ordering Area
- 1. Stores Supervisor:
 - a. Notifies unit to expect delivery and forwards the F-15, "Receipt to Stores," to the unit for completion; and
 - b. Pulls the delivery copy of the purchase order and holds it in a tickler file until the F-15 is received.
 - 2. Ordering Area Supervisor follows steps in Section B as appropriate:
 - a. Completes F-15; and
 - b. Immediately forwards F-15, invoices, bill of lading and/or packing slips to Storehouse.
 - 3. Stores Supervisor:
 - a. Receives F-15 receipts from units receiving direct delivery (Step C-1-a) signifying receipt;
 - b. Pulls delivery copy of purchase order from tickler file and notes quantity received for each item;
 - c. Posts receiving information to Statewide Financial System (SFS) Receiving System;
 - d. Forwards F-15 receipt form to Business Office with SFS Receiving System printout; and
 - e. Files purchase order delivery copy in closed file.

IV. DOCUMENTING DELIVERIES

A. Stores Supervisor

- 1. Instructs inmate workers to obtain the appropriate hand trucks, flat trucks or pallet jacks;
- 2. Supervises unloading of the delivery by inmates;
- 3. Determines the purchase order number from invoice or cartons;
- 4. Pulls the delivery copy of the purchase order;
- 5. Enters counts on purchase order;
- 6. Posts receiving information to SFS Receiving System;

7. Forwards invoices, bill of lading and/or packing slips to the Business Office at the end of the day;
8. Properly secures all items received and assures that all items to be maintained in stock are properly stored;
9. Obtains the SFS Receiving System printout for merchandise received to be used as delivery receipt;
10. Arranges for delivery of non-stock items to appropriate ordering units with associated receiving printout;
11. Obtains signature on Receiving System printout from the unit receiving delivery, verifying receipt of merchandise. A second copy of the Receiving System printout may be obtained and provided to the unit receiving delivery for their records; and
12. Forwards signed copies of Receiving System printout to the Business Office to be maintained on file.