

HOONAH CITY SCHOOL DISTRICT

SOP No. 6

RECEIVING REPORT PROCEDURE

1. PURPOSE: To establish procedures for informing the business office of the quantity and quality of items received so that vendors may be properly and promptly paid.
2. AUTHORITY: Superintendent
3. RESPONSIBILITY: All budget supervisors are responsible for ensuring compliance with this procedure.
4. REPORTING: A copy of the purchase order (P.O.) will be used to report receiving information as follows:
 - a. The person receiving the items will take an inventory upon receipt and enter the quantity of items received on the purchase order copy.
 - b. If all items on the purchase order have been received, sign and date the copy of the P.O. at the bottom right hand corner in the space allocated for this purpose put it in the outstanding accounts payable file along with the packing slip.
 - c. If only a partial shipment is received, make a photocopy of the P.O., check off the items received, sign and date the copy and put it in the outstanding accounts payable file along with a copy of the packing slip. When all items on the original P.O. have been received, sign and date the copy of the P.O. at the bottom right hand corner and put it in the outstanding accounts payable file.
 - d. When available the freight bill should be filed with the payment record.

NOTE: The person who receives the materials noted above will also be responsible for marking all equipment bought under expenditure object code 510 with the fixed asset inventory tag (furnished by the business office). The business manager shall maintain the District's fixed asset inventory.