

POLICY

Effective Date: December 11, 2006
Approved By: President's Council

Authority: RCW 43.19
RCW 42.24.035
RCW 43.88.160
SAAM 10.80.60

Cancels: See Also: POL U5320.03 Authorizing and Defining The Responsibilities of Financial Managers
POL U5348.01 Purchasing With University Funds

POL-U5341.01 RECEIVING GOODS AND SERVICES

This policy applies to faculty, staff and student employees receiving goods and services.

1. Financial Manager Ensures Ordered Goods and Services Have Been Received

The Financial Manager ensures that all ordered goods and services have been received in usable condition and as requested.

2. Financial Manager Reports Damaged Goods to Vendor

Within fifteen (15) calendar days of receipt of damaged goods, the Financial Manager must report damaged goods received to the vendor and/or the shipper. Upon request, the Purchasing Department will assist with reporting damaged goods.

3. Financial Manager Maintains Record of Receipt

The Financial Manager will maintain record of receipt in accordance with Washington State retention schedules.

4. Financial Manager Confirms Receipt of Goods or Services

Within thirty (30) calendar days of receipt of goods or services, the Financial Manager confirms to Accounts Payable that ordered goods or services have been received.

5. Payment for All Goods And Services Occurs After Receipt

The university will pay for goods and services only after they are received.

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EXCEPTIONS:

Certain goods and services which have been authorized may be paid for in advance.

- goods ordered with P-Card;
- books;
- subscriptions (not to exceed three years);
- membership dues (not to exceed three years);
- maintenance agreements (for up to twelve months in advance);
- registration fees;
- airline tickets and hotel rooms when required to hold space;
- travel advances (up to 10 business days prior to travel).

6. Employees Receive All Goods And Services at a University Location

No goods or services will be received at a personal residence or non-university location.

The Purchasing Manager may grant exceptions under special circumstances.