

**MURRAY STATE UNIVERSITY FOUNDATION, INC.
POLICY**

SUBJECT: Receiving - Miller Memorial Golf Course

DATE: April 1, 1992

PURPOSE

The Murray State University Foundation, Inc. (Foundation) has adopted the principles of purchasing utilized by Murray State University (University) with certain exceptions (See Section 3.01). The University's Procurement Services uses a Central Receiving function to ensure that goods have been received in proper quantity and condition before vendors' invoices are approved for payment. Because of the physical location of the Miller Memorial Golf Course (Golf Course), it is not practical for Golf Course merchandise, supplies, and equipment to be shipped to the University's Central Receiving Department. The following policy is adopted to ensure that Golf Course merchandise, supplies, and equipment have been received in proper quantity and condition before purchase orders are submitted to Procurement Services for payment.

POLICY

1. The Pro Shop Manager maintains a ledger by vendor which lists all outstanding Pro Shop merchandise, supply, and equipment orders. The Director of maintains a ledger for all other orders (i.e., Building & Grounds, etc.) over \$500.
2. Merchandise and supplies delivered to the Golf Course should be inspected by a designated Golf Course employee. The items received should be compared against the packing slip supplied with the order. Any shortage or damage should be noted on the packing slip, if the order is accepted. (Damaged or non-conforming merchandise does not require acceptance.) The employee inspecting the order should sign and date the packing slip with the date of delivery. If a bill of lading is presented by the delivery company, any damage or discrepancy must be noted before the bill of lading is signed.
3. If a merchandise or supply order is delivered without a packing slip, a receiving report (**Exhibit 1**) should be completed by a Golf Course employee. The receiving report should be signed and dated by the employee and the delivery person.

4. The signed packing slip or receiving report should be submitted to the Pro Shop Manager for Pro Shop orders. All other receiving documents should be submitted to the Director of Golf. Each manager compares the receiving documentation to the order entered in his/her vendor ledger. When the goods have been received in the condition and terms of the order, the date of delivery should be entered into the appropriate ledger.
5. If goods are received as a result of a Purchase Order initiated by the University's Procurement Services, invoices will be submitted directly to Procurement Services by the vendor. Procurement Services cannot approve an invoice for payment until there is evidence that the goods have been received. Therefore, a copy of the signed and dated packing slip or receiving report should be sent to Procurement Services as soon as the goods are delivered to the Golf Course.
6. If a Purchase Order was not issued for the merchandise or supplies received, the Pro Shop Manager should initiate payment of the vendor's invoice. The Pro Shop manager should verify the invoice against the packing slip or receiving report prior to submitting the invoice to the Foundation for payment.

Revised September 15, 2014

