

## **RECEIVING OF EQUIPMENT, SUPPLIES AND INVOICES**

### **A. Purpose**

The purpose of this policy is to identify the location for delivery of equipment and supplies, and to identify the procedure for handling invoices.

### **B. Central Receiving**

Unless otherwise approved by the Purchasing Director, all deliveries of equipment and supplies are to be made to the Central Receiving Department located at 80 Fort Brown, Brownsville Texas 78520. If a delivery is made directly to a department, Central Receiving must be notified as soon as possible. Equipment and supplies delivered, as a result of a purchase order should have the purchase order number included on shipping documents. Supplies ordered with the procurement card should include the person's name and department name on shipping documents.

### **C. Invoices**

All invoices and statements received, as a result of a purchase order should immediately be sent to the Business Office, Attn: Accounts Payable. The requisitioning department should note on the invoice any problems preventing payment and the purchase order number. Invoices resulting from the use of the university procurement card should be kept in the department as described in the procurement card guidelines.

### **D. Review**

This policy/procedure is reviewed annually by the Director of Purchasing.