



Handbook Of Operating Procedures

RECEIVING AND INVOICES

A. Purpose

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

B. Central Receiving

Unless otherwise approved by the Director of Purchasing, all deliveries of goods shall be made to Central Receiving located at 80 Fort Brown, Brownsville, TX 78520. If a delivery is inadvertently made directly to the requisitioning department, Central Receiving must be notified as soon as possible.

Goods delivered as a result of a purchase order should have the purchase order number included on shipping documents.

Goods ordered with the University procurement card should include the department name and contact name on the shipping documents.

C. Invoices

All invoices and statements received as a result of a purchase should be sent to the Business Office, Attention: Accounts Payable. The requisitioning department should immediately note on the invoice the purchase order number and any problems preventing payment.

The department should retain all invoices resulting from the use of the University procurement card in the department as described in the procurement card guidelines.

D. Review

This policy will be reviewed after each legislative session (every odd numbered year), no later than December 31 by the Director of Purchasing.