

	<b>State of Alaska Department of Corrections Policies and Procedures</b>		<b>Index #:</b>	302.16	<b>Page 1 of 4</b>	
			<b>Effective:</b>	5/14/13	<b>Reviewed:</b>	
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	<b>Chapter:</b>	Fiscal Management				
	<b>Subject:</b>	Receiving and Expediting of Merchandise				

I. Authority

In accordance with AS 44.28.030, AS 33.30.030, and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

II. Reference

Alaska Administrative Code

2 AAC 12:010-990

Alaska Administrative Manual

81 AAM 000-700

III. Purpose

To establish procedures for receiving and expediting merchandise on behalf of the Department.

IV. Application

All staff.

V. Definitions

None.

VI. Policy

- A. It is the responsibility of the receiving Superintendent, Regional Administrator or Unit Supervisor, institution or agency to determine that procured goods and services received conform in all respects to the specifications of the purchase document (i.e., purchase order, delivery order, contract award).
- B. Particular care will be exercised to determine that all items and accessories listed on the purchase document are present and that the basic unit is exactly as specified.
- C. An accurate count at the time of delivery will be made of all material or supplies to ensure that the quantities present conform to the amount shown on the purchase document.
- D. Shortages and/or damages will be noted on the freight bill and on the receiving document. An appropriate demand will be made upon the vendor or freight company.
- E. Items not conforming to the specification will not be accepted. The vendor will be notified in writing with a copy furnished to the Department employee who is listed as the Procurement Officer. The vendor will be given an opportunity to correct the deficiencies or make replacements, with proper material (s).

VII. Procedures

A. Receipt of Shipment from Carrier or Vendor

The Facility or Unit Supervisor or designee shall initiate, oversee or take the following steps when merchandise is received and/or expedited.

1. Determine if the shipment should be prepaid as indicated on the purchase document:

- a. If the carrier's Bill of Lading indicated the shipping charges are collect and the purchase document indicates it should be prepaid, advise the carrier's agent of this and have the charges reversed; or
  - b. If the carrier cannot reverse the charges, note this on the receiving copy of the purchase document and include a copy of the Bill of Lading with the receiving copy.
2. Tally the number of containers against the Bill of Lading or purchase document:
    - a. Note any overages or shortages on the Bill of Lading or purchase document; and
    - b. Notify the carrier and vendor as soon as possible in writing and verbally, giving full details of any discrepancies.
  3. Inspect shipment for obvious damage to shipping containers:
    - a. If containers are visibly damaged, open and inspect the contents for damage in the presence of the carrier's agent;
    - b. If item damage is such as to be unacceptable to the State, refuse to accept the items and annotate the Bill of Lading and purchase document to that effect;
    - c. Notify the carrier and vendor as soon as possible in writing and verbally, giving full details of the damage; and
    - d. Notify the order's originator of the problem by copy of the notice provided the carrier and vendor.
  4. If there are no discrepancies, or if the discrepancies have been resolved to everyone's satisfaction, process the delivery as follows:
    - a. If a Delivery Order (DO) was not used to procure the merchandise, annotate on the packing list exactly what was received. Initial and date packing list and forward it to the appropriate accounting office; or
    - b. If a DO was used to procure the merchandise, annotate the packing list in the same manner as outlined in a. above. Sign off on the yellow receiving copy of the DO. Staple both documents together and forward to the employee listed as the Procurement Officer via proper channels.
- B. Concealed Damage: (Discovered after delivery):
- The Facility or Unit Supervisor or designee shall initiate, oversee or take the following steps when merchandise is discovered as damaged after delivery:
1. Retain packing material;
  2. Notify carrier and vendor as soon as possible in writing and verbally, giving full details of the damage;
  3. Notify the order's originator of the problem by copy of the notice provided the carrier and vendor;
  4. The carrier will inspect the damage and initiate a report of which a copy will be provided to the Departmental representative; and
  5. After all problems have been resolved, handle in the same manner as outlined under A.4. above.

**C. Overages, Shortages, Substitutes, or Errors**

The Facility or Unit Supervisor or designee shall initiate, oversee or take the following steps when overages, shortages, substitutes, or errors are discovered:

1. All shipments will be carefully checked against the purchase document. Only the exact item and quantities listed on the purchase document will be accepted, except that trade differences on certain commodities are acceptable. Contact originator of the order when in doubt. Differences in brand name, model, grade, color, flavor, size, etc., must be explained in a memorandum to the originator of the order;
2. Notify the originator of the order when food containers have been broken or the content repacked, when frozen foods appear to have been thawed, or perishables have been frozen or otherwise show deterioration or damage; and
3. After all problems have been resolved, handle in the same manner as outlined under A.4.a. or b. above.

**D. Partial Receiving Reports**

The Facility or Unit Supervisor or designee shall initiate, oversee or take the following steps when partial deliveries are received:

1. A photocopy of the yellow copy of the Delivery Order or the Purchase Order may be used as a partial receiving report. This copy must state in bold print. "Request payment for partial order received", circle goods received and indicate amount to be paid. A signature and date goods received must accompany above-mentioned statement;
2. Partial receiving reports are to be submitted within 5 days after receipt of partial order if vendor has indicated that delivery of the remaining order cannot be made within a 2 week period; and
3. These reports are not always required when only a small portion of the order is received and the dollar value is insignificant (under \$300). The purpose of these reports is to permit partial payment when the dollar volume is large enough to cause a hardship on the vendor if payment is not made in a short period of time.

VIII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.

5/14/2013

SIGNATURE ON FILE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joseph D. Schmidt, Commissioner  
Department of Corrections

Forms Applicable to this Policy.

Form 02-601

Delivery Order Receiving Copy Facsimile