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Proper receiving procedures are critical to the purchasing cycle. NMHU has a Central Receiving Department responsible for the receipt of all goods delivered to the University.

**Procedure for Receipt of Goods**

1. All goods must be delivered to NMHU's Central Receiving Department located at 1005 Diamond Avenue, (see exception below).
2. Upon receipt of the goods, Central Receiving counts the number of packages received and compares with the quantity shown on the carrier's delivery receipt. Central Receiving compares the goods received to the Purchase Order and completes the receiving report.
3. Central Receiving delivers the goods to the using department and has the Department representative sign the Receipt section of the Receiving Report indicating their physical receipt of the items. Central Receiving leaves the receiving report with the Department.
4. The Department then has five (5) days to inspect the items to verify that they meet the specifications and to accept the purchase. Upon acceptance the Department signs the Acceptance portion of the Receiving Report and submits it to Central Receiving.

If for some reason, the Department does not want to accept the shipment, the Department would sign the Non Acceptance portion of the receiving report and return it to Central Receiving. Central Receiving will notify the buyer to resolve the problem with the vendor and the Department.

5. Finally, Central Receiving submits a completed Receiving Report to the Accounts Payable Department in the Business Office so that payment can be made to the vendor.
6. Accounts Payable matches the Receiving Report, the Purchase Order and the Vendor's Invoice and makes payment. If a match does not occur, Accounts Payable will submit any questions to the buyer for resolution.

**Exception to Central Receiving's receipt of goods - Department's Pick-up of Goods**

It is possible that the Department requires the goods immediately and is willing to pick-up the goods from the vendor. In this case, Central Receiving will not receive the goods. However, a receiving

report must still be completed by Central Receiving so that payment can be authorized. The following procedure should be followed:

1. The Department picks up the goods from the vendor. The Department receives an invoice or receipt from the vendor.
2. The Department immediately submits the invoice or receipt to Central Receiving. Include the PO number on the receipt or invoice, the name and location of department representative responsible for the purchase, and keep a copy of the invoice or receipt for your records.
3. Central Receiving completes the Receiving Report and takes it to the Department to sign for both receipt and acceptance.
4. Central Receiving submits the completed receiving report and invoice to Accounts Payable for payment.

**Procedure for Receipt of Services**

1. Since services are performed, not delivered, **it is the requesting department's responsibility to indicate completion of a service.** Payment may not be made for any service without an invoice from the Contractor and written certification from the requesting department that the service has been performed in accordance with the contract.
2. The Contractor must submit an invoice to the Accounts Payable Department for the services performed, in accordance with the contract.
3. Upon receipt of the invoice, Accounts Payable will contact the department to verify that the service has been performed and payment shall be made. The Department must sign the invoice indicating completion of the service.
4. Central Receiving does not prepare a receiving report for services.

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**Revisions:**

1. Add procedure for completing new receiving report.
2. Add procedure for submission of invoices on purchases where goods are picked up from the vendor.
3. Eliminate the Professional Services Billing form from the Procedure for Receipt of Services.

**CENTRAL RECEIVING REPORT**

Purchase Order No. \_\_\_\_\_

**Shipment Status:**

- Partial Delivery           Complete Delivery  
 UPS       Espinoza Cartage       Yellow Freight       Other \_\_\_\_\_ No. \_\_\_\_\_

Department or program \_\_\_\_\_ Date Received \_\_\_\_\_  
 Received from \_\_\_\_\_  
 Address \_\_\_\_\_

Acct.No./Class	Quantity	Unit	Description

Central Receiver \_\_\_\_\_ Date \_\_\_\_\_ Total Boxes \_\_\_\_\_  
 Central Receiving Clerk \_\_\_\_\_

Receipt  
 I CERTIFY that the above was received by me in good condition:  
 Name \_\_\_\_\_ Date \_\_\_\_\_  
 Title \_\_\_\_\_ Total Pieces \_\_\_\_\_

Acceptance  
 I CERTIFY that the above was inspected and final acceptance is agreed to and cleared for payment. Return white and yellow copies to Central Receiving within five (5) working days of receipt. (Note that invoice will not be processed for payment without this document).  
 Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Title \_\_\_\_\_ Date \_\_\_\_\_

Non Acceptance  
 Explain Reasons(s) for not accepting this shipment: \_\_\_\_\_  
 \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Title \_\_\_\_\_ Phone \_\_\_\_\_

Distribution: White: Business Office      Yellow: Central Receiving      Pink: Dept. w/delivery      Goldenrod: Central Receiving