

## RECEIVING MERCHANDISE

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### **SUMMARY**

This procedure provides general guidelines for receiving, inspecting, and reconciling merchandise purchased on behalf of Miami-Dade County ("County"), and identifies the additional responsibility of County employees in adhering to contract terms and conditions as well as departmental guidelines.

### **PROCEDURE**

1. Inspect all merchandise to ascertain that the items ordered are items received. Check for damaged items.
2. Count all items and check each against the Purchase Order delivery ticket and/or packing slip.
3. Do not accept damaged or incorrect items . Substitution of items on Purchase Orders is not permitted unless approved, in advance, by the County.
4. If the quantity of the merchandise delivered is less than what was ordered, use the packing slip or delivery ticket to note the shortage.
5. Sign the delivery ticket and forward such delivery ticket, packing slip, and Purchase Order (if available) to the person in the department who approves payment for processing.
6. Department directors are responsible for ensuring that adequate procedures are implemented concerning the segregation of duties for purchasing, receiving and payment of merchandise.

### **CONTACT(S):**

#### **Department/Division**

Internal Services Department/Strategic Procurement Division