

PROCUREMENT SERVICES POLICY 21 PURCHASE ORDER RECEIVING

The University of North Carolina at Greensboro

Approved by Paul Forte, Interim AVC for Finance, August 4, 2021

Revised August 4, 2021

1. Purpose

This document describes appropriate receiving of goods and services ordered on a purchase order, including required timing.

2. Scope

This policy applies to all University departments, units and divisions.

3. Definitions and Roles and Responsibilities

Not relevant for this policy.

4. Policy

Receiving of goods and services must be completed in SpartanMart before payment can be made. Receiving in SpartanMart is required for all Purchase Orders.

[SpartanMart](#)

[Quantity Receipt](#)

[Cost Receipt](#)

All deliveries of material goods should be opened and inspected upon receipt. Receiving these items should be entered in SpartanMart as soon as possible. Delay in entering the receiving information will not only delay payment but may compromise the item's warranty and any chance of no-fault return of the item. If all items are received in proper quantity and in good condition, the order is considered complete, and receiving should be entered for all items. If partial shipment is received in good condition, receiving should be entered for only those items delivered, until all items are received, and the order is complete. If there appears to be physical damage to the shipment (packing cartons are damaged), the cartons are to be opened immediately, and any damage to the merchandise noted while the delivery person is still present. Note any damage, shortage or errors in shipment, and contact the vendor with this information along with any packing slip information to arrange replacement of damaged items. Receiving in SpartanMart should be done for items scheduled for return. When all items have been received in good condition, be sure to go into SpartanMart and receive the items.

Receipts for services should be entered in SpartanMart when services have been rendered and approved.

Training materials for receiving can be found in [SpartanMart](#).

5. Compliance and Enforcement

The Director of Procurement Services is responsible for ensuring compliance with this policy.

6. Additional Information

6.1 Supporting Documents

[North Carolina Procurement Manual, Section 6.3a Receiving SpartanMart](#)

6.2 Approval Authority

This policy should be approved by the Interim Associate Vice Chancellor for Finance.

6.3 Contacts for Additional Information and Reporting

- Responsible Executive: Michael Logan, Director of Procurement Services, (336)334-4104, mflogan@uncg.edu
- Responsible Administrator: Richard Fleming, Assistant Director of Procurement Services, (336)334-3078, rrflemin@uncg.edu