



# Policy 2.26

## Receipt of Goods & Services

**Responsible Official:** VP for Finance  
**Administering Division/Department:** Procurement Services  
**Effective Date:** March 21, 2007  
**Last Revision:** March 27, 2007

**Policy Sections:**

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**Policy Details**

**2.26.1 Purchased Goods**

It is the responsibility of the department to check the order to determine if all items are received and in working order. If the shipment is considered acceptable, the department must receive the order as "Complete" in the EPIC system, or sign the invoice and submit it immediately to the Payment Services Office to process for payment.

If there is a problem with the shipment, anything that renders it unacceptable, the Department must notify Procurement Services immediately. Upon notification of a problem with the shipment, the Buyer will work with the department and the vendor to resolve the issue.

Government regulations require the University to file claims for damage or shortage within 15 days; failure to comply with these regulations could result in the claim being disallowed.

For purchases of \$1,500 or less, it is not necessary to submit any documentation for payment to Payment Services. If the department receives a vendor invoice, the invoice should immediately be forwarded to Payment Services with the applicable distribution account information.

**2.26.2 Demonstration or Sample Goods**

Any University employee who wishes to view samples or have equipment demonstrated must contact Procurement Services for assistance. Procurement Services will coordinate the receipt of all demonstration products, sample goods, and loaned equipment.

An Equipment Loan Agreement form must be submitted to Procurement Services prior to any such equipment being placed on campus by the vendor.

Vendors are required to provide their own insurance coverage for any items left at the University as demonstration products, sample goods, or loaned equipment.

**2.26.3 Returns for Credit**

Requests for permission to return supplies or equipment to the vendor for adjustment or credit must be cleared through Procurement Services. Acceptance of a return by the vendor is not automatic and a restocking charge may be incurred. Any charge incurred by returns for credit will be assessed to the requisitioning department.

**Related Links**

- Current Version of This Policy: <http://policies.emory.edu/2.26>

**Contact Information**

<b>Subject</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
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**Revision History**

**No previous versions of this policy were found.**