ME
1970
MEDGAR EVERS
COLLEGE

Fin. & Administration – Purchasing Office

MEMORANDUM

TO: Medgar Evers College Campus Community

FROM: Goldene Lewis-Kelly, Fin. Procurement Dir.

DATE: November 8, 2013

RE: Receiving Process Key Reminders

****
In keeping with the University and College goal for uniformity and transparency in the procurement process, a number of changes were adopted in our receiving process. Of which many of you are already aware; however, listed below are a few key reminders:

1. All goods/services procured through the CUNYfirst Procurement System require a CUNYfirst System Receipt.

2. The three types of System Receipts are 'Quantity Based', 'Amount Only' and Inspection Receipts.

   o Quantity Based Receipts - required for all goods delivered via the Central Receiving (Stock Room);
   o Amount Only Receipts - required for all services and recurring Amount Only shipments;
   o Inspection Receipts – required for all goods such as furniture, IT related equipment; etc. These are completed by those offices Facilities/Information Technology respectively.

3. The College follows a two-step receiving process for Quantity Based and Inspection Receipts for all tangible goods/equipment and a one-step receiving process for all services: contractual, maintenance, memberships, subscriptions, software and all 'Amount Only' (standing) orders for goods. Two examples of 'Amount Only' orders are: office and janitorial supplies.

4. 'Quantity Based' and 'Inspection' Receipts are facilitated by the Stock Room, the requesting office and the designated College inspector. The Stock Room staff partially completes the Quantity Based Receipt in CUNYfirst while the respective category inspector creates the Inspection receipts after the inspection is completed.

   The Stock Room staff will assign the ten (10) digits system generated receipt number on the vendor's packing Slip and enters a dummy place holder number to the quantity

required field on the receipt. Requesters are required to update the correct quantity received and complete the each receipt.

5. Amount Only Receipts are facilitated solely by the requesting offices. Requesters in said offices are responsible for creating their 'Amount Only' Receipts.

6. Stock Room staff do not open packages neither do they complete the required CUNYfirst system receipts. It is the responsibility of the requesting office to immediately open boxes delivered via the Stock Room staff or Staples to ensure goods are received in good condition.

7. For goods received that are damaged or an incorrect shipment, the requesting office **MUST** promptly contact the Purchasing & Accounts Payable Offices and report the damaged condition or wrong item received.

8. The Purchasing Office will coordinate the process to return all damage goods to the vendor and instruct the requester to cancel the system receipt. For wrong item(s) received, the most cost-effective decision would be made in the interest of the College.

    ▪ For example, if the item ordered can be used by another unit in the College and the vendor's restock fee is more than the value of the item(s), a decision may be reached to keep the item(s) for that office and reorder the correct item(s) for the requesting office. NOTE: the reorder **MUST** be initiated with a CUNYfirst requisition.

9. Packing slips **MUST** be signed and attached to the receipts before saving said receipt in CUNYfirst. The original copy of the packing slips **MUST** be submitted to the Accounts Payable Department for future audits.

Please do not hesitate to contact the Purchasing Office staff on Ext. 6119/6122/6923/6995 should the need arise for further assistance on this matter.

11/8/13/gdlk