

RECEIPT OF GOODS / SERVICES

All goods are to be delivered to the HISD Administration Building and forwarded to the appropriate school or department. If items are too large for such process, special delivery arrangements should be made and communicated to the superintendent's secretary in charge of receiving.

Upon receipt of goods, the delivery should be verified for accuracy against items ordered. The completeness of the order should be verified against the purchase order. Packing slips included with the shipment should be attached to a copy of the purchase order and returned to the business office. If all items ordered on a purchase order were received, the purchase order should be returned with the word "Complete" written in the middle section, followed by a signature and the date signed. Please write "Incomplete" and a brief note of explanation such as items were not received or damaged prior to returning to the business office.

Invoices are received and opened in the business office by the accounts payable clerk. Upon receipt, the invoice is matched to the business office copy of the purchase order and the copy returned from the originator. This review verifies that the actual cost does not materially differ from the estimated cost on the purchase order. If there are no discrepancies, the invoice is placed in line for payment processing. If material differences or other abnormalities are noted, the information will be verified and/or resolved with the requestor or vendor and a payment issued.