



Name:	Inventory & Distribution – Incoming Receipt of Goods
Policy Number:	4-6004
Origin:	Financial Services
Approved:	1 September 2007
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Procurement Services
Effective Date	1 September 2007

the receiving copy of the PO and date and sign for receipt of goods.

4. Forward all documentation to Accounts Payable for further processing.

Departments are required to maintain all paperwork related to their shipment and to forward it to Accounts Payable with the Receiving Copy of the purchase order. This is particularly important in the case of imported goods.