

Department of Finance & Administration

Subject: Receiving

No. FA 502.01

**Effective Date:
Upon Approval**

Issue Date: Upon Approval

Revision No:

I. PURPOSE

To establish guidelines for use in standard operations for all personnel receiving goods and services for the departments handled by F&A Department.

II. DEFINITION

The City of Houston payment policy states that payment is due within thirty (30) days after (1) the City receives the goods under the contract, (2) the date the performance of the service under the contract is completed or (3) the date the City receives an invoice for the goods or services, whichever occurs later. In keeping with our policy to maintain good supplier relations, we should always pay the vendors in a timely manner.

The City of Houston has defined Receiving as the acceptance of goods and services from various vendors to support the operational requirements within the city of Houston. Purchase Order receipts are processed in the citywide system to ensure that the actual items received correspond to the items ordered.

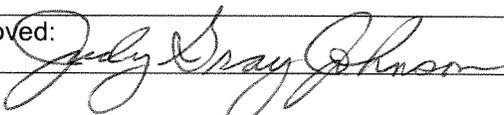
III. TERMS

- 3.1 Receiver Copy - "RC": an Advantage 2000 receiving transaction that records the receipt of goods and services.
- 3.2 Purchase Order Copy - "POC" Document: A SPD document (Department Copy or 2nd Department Copy) used to certify and verify the acceptance of goods and services received from a vendor.
- 3.3 Service Contract - "SC": an Advantage 2000 document used to order services from outside vendors for the City of Houston.
- 3.4 Purchase Order - "PO" Document: an Advantage 2000 document used to order goods/services from outside vendors for the City of Houston.

IV. OBJECTIVES

- 4.1 To ensure that the goods and services received from vendors are inspected and verified against the covering Purchase Orders.
- 4.2 To ensure that the goods and services received from vendors are recorded in the system accurately and timely.
- 4.3 To ensure proper accountability and maintain accurate records.

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V. SCOPE

This procedure applies to all end-users, end-users supervisors, and RC processors. This standard operating procedure also supersedes any former Division policy, procedure or directive.

IV. GENERAL GUIDELINES FOR RECEIVING

6.1 End-User

6.1.1 Obtain a Purchase Order Copy (POC) from SPD or designated departmental contact. (See Attachment A)

6.1.2 Inspect and verify quantity and description of goods and services received against the Purchase Order Copy (COP). Indicate quantity received for each item on the POC.

*Note: If quantity is less than quantity ordered, indicate **partial** shipment on POC. If more than quantity ordered, return overage to vendor or inform purchasing division of your decision.*

6.1.3 Sign and print name (preferably with employee ID number) and date on the receipt (packing slip, delivery ticket, or other shipping memo) and Purchase Order Copy (POC).

6.1.4 Forward signed Purchase Order Copy and shipping document to upper management for approval.

6.2 Supervisor (Optional)

6.2.1 Verify all receiving documents for accuracy and completeness.

6.2.2 Print and sign name and date on the Purchase Order copy (POC) when approved.

6.2.3 Forward all receiving documents to RC processor to be processed in the system.

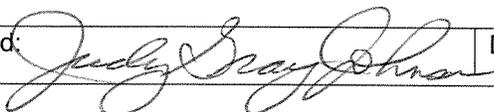
6.3 RC Processor

6.3.1 Review all receiving documents and verify the following information:

- a. Purchase Order Copy and packing slip/delivery ticket
- b. Quantity and description of goods or services received
- c. Signature of end-user/supervisor and date

Note: If receiving documents are incorrect or incomplete, return to supervisor for correction.

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6.3.2 Process Receiver Copy (RC) in the system.

6.3.3 Write RC number at top of Purchase Order Copy (POC).

6.3.4 Print screen of completed RC document indicating status accepted and attach it with the receiving documents. (See Attachment B)

Note: Print all pages when receiving partially.

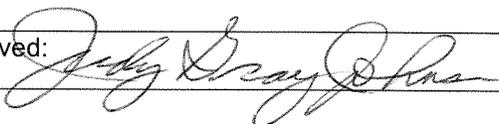
6.3.5 Prepare a Receiver Copy (RC) log (See Attachment C) that lists all Purchase Order numbers and forward with all receiving documents to Accounts Payable for payment.

6.3.6 Keep a copy of RC log for record.

Attachments:

- A. Purchase Order Copy
- B. Accepted RC Screen Print
- C. Receiver Copy log

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CITY OF HOUSTON
 Finance & Administration Department
 Materials Management

Purchase Order

DATE PRINTED
 07 19 05

NOTE ORIGINAL PURCHASE ORDER **

MAIL INVOICES IN TRIPLICATE TO

REQUISITION NO.

PAGE
 01

ORDER NUMBER
 PC25 00025001539

COH - BUILDING SERVICES
 ACCOUNTS PAYABLE
 P.O. BOX 61189
 HOUSTON, TX 77208-1189

THIS P.O. NUMBER MUST
 APPEAR ON ALL PAYMENT /
 DELIVERY CORRESPONDENCE.

TO INVOICE

TO

210618 Q CHARLES E NITSC'
 TURTLE & HUGHES INC
 6511 SUPPLY ROW
 HOUSTON TX 77011

SHIP TO

DEPT. OF BUILDING SERVICES
 ROBERT BERRY
 2707 DALTON

PARTIAL

HOUSTON TX 77002
 RK /7-19

CONFIRMING: NO

DELIVERY DATE	RELEASE DATE	FOB	DISCOUNT TERMS	DEPT.
07 26 05	07 19 05	DEST		25

LN	QUANTITY	UNIT	COMMODITY / PART NO.	DESCRIPTION	UNIT COST	TOTAL COST
001	3.000	EA	5999000000000 ELECTRICAL & ELECTRONIC COMPONENTS, MISCELLANEOUS CROUSE-HINDS AIRPORT TAXIWAY DIRECTIONAL LIGHT PART# 21078P-R-40-CR	1-14	472.7300	1,418.19
002	40.000	EA	5999000000000 ELECTRICAL & ELECTRONIC COMPONENTS, MISCELLANEOUS PRECISION PHOTOCCELL #8690N		7.1800	287.20
003	10.000	EA	5999000000000 ELECTRICAL & ELECTRONIC COMPONENTS, MISCELLANEOUS PRECISION PHOTOCCELL #A105		5.1200	51.20
004	10.000	EA	5999000000000 ELECTRICAL & ELECTRONIC COMPONENTS, MISCELLANEOUS PRECISION PHOTOCCELL #T19		10.9400	109.40
005	100.000	EA	5310000000000 NUTS & WASHERS ORANGE WIRE NUTS, #30-073, BOX OF 100		0.0564	5.64
					APPROVED	
ROBERT A. BERRY <i>Robert Berry</i> #104270 08AUG05					PAGE TOTAL: <i>Sum B...</i>	

Conditions Including the Indemnity Provision on Back are a Part of this Agreement

Issuance of this Purchase Order by the City of Houston is acceptance of the offer of Contractor which was made on the City's standard terms and conditions (specified herein) and has created a binding contract between the City and Contractor on the terms and conditions specified herein.

If any terms on the face hereof is inconsistent with a term on the back of this Purchase Order, the term on the face controls. If any term in the Specifications conflicts with a term herein, the term in the Specifications controls.

I hereby certify that the expenditure for the above goods has been duly authorized and appropriated and that sufficient funds are available to liquidate same.

Attachment A

8/19/05

Controller

695822

IPY

FUNCTION: DOCID: RC 65 00065016503 08/10/05 04:49:33 PM
STATUS: ACPT BATID: ORG:

RECEIVER INPUT SCREEN

RECEIPT DATE: ACTION: E REFERENCE ORDER: PC 25 00025001542
VENDOR CODE: 208561 0 RECEIVED BY: J BADOWSKI/AD
NAME: RIDLEYS VACUUM CLEANER CO
ADDRESS: 3700 REVEILLE

HOUSTON TX 77087

CARRIER NAME/NO:

RECEIVE ALL: Y COMMENTS:

A--*HS60-DOCUMENT MARKED FOR READ ONLY

Attachment B

RC LOG

PO NO.	PARTIAL	RC NO.
PG 25 00025001750		16508
PG 25 00025001749	P	16507
PG 25 00025001752	P	16506
PG 25 00025001731	P	16499
PG 25 00025001731	P	16474
PC 25 00025001568		16504
PC 25 00025001542		16503
PG 25 00025001740		16502
PC 25 00025001573		16500
PC 25 00025001577		16492
PC 25 00025001539		16494
PG 25 00025001747		16493
PC 25 00025001529		16480
PG 25 00025001720		16479
PC 25 00025001536		16478
PC 25 00025001534		16475
PC 25 00025001546		16477
PG 25 00025001738		16473
PC 25 00025001562		16488
PG 25 00025001731		16509
PC 25 00025001532		16520