

PROCEDURE

Number	Name	Date
GPC0001	RECEIVING IMPROVEMENTS	07/15/2003

Performed by	Action
	1. Sorts APPROVAL COPY by product type.
	2a. IF Janitorial Supplies:
Messenger	1. Delivers to Building Engineer.
Building Engineer	2. Verifies the Receiving Ticket against the Order List.
	3a. If the Receiving Ticket is OK: Go to Step 2a.4
	3b. If the Receiving Ticket is not OK:
	1. Enters disposition.
	4. Signs
	5. Sends to Accounting File Section. Go to Step 3
	2b. IF Cafeteria Supplies:
Messenger	1. Delivers to Assistant Cafeteria Manager.
Asst. Cafeteria Mgr.	2. Verifies the Receiving Ticket.
	3a. If the Receiving Ticket is OK: Go to Step 2b.4
	3b. If the Receiving Ticket is not OK:
	1. Enters payment or non-payment instructions.
	4. Signs.
	5. Sends to Accounting File Section. Go to Step 3
	2c. IF Factory Supplies:
Messenger	1. Delivers to Inspection Lab.
QC Engineer	2. Writes Inspection Ticket. Enters decision on Receiving Ticket and initials.
Messenger	3. Sends to Accounting File Section. Go to Step 3
	2d. IF Office Supplies:
Messenger	1. Delivers to Requisition Clerk.
Requisition Clerk	2. Pulls Requisition. Check Receiving Ticket against Requisition. Posts Receipt on Requisition. Enters disposition on Receiving Ticket and initials.

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<u>Performed by</u>		<u>Action</u>
Messenger	3.	Sends to Accounting File Section.
File Clerk	3.	Opens mail. Pulls A/P copy of Receiving Ticket.
	4.	Staples A/P Copy of Receiving Ticket to Approval Copy. Sends to Data Processing.
Data Entry Supervisor	5.	Places in the entry queue.
D.E. Clerk	6.	Keys into Payables System.
Data Entry Supervisor	7.	Sends Receiving Ticket copies to Central Files.
D.E. File Clerk	8.	Files by Vendor Name.
