

## PROCEDURE

Number	Name	Date
GPC0001	RECEIVING IMPROVEMENTS	07/23/2003

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

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### Action

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|-----------------------|-----|---|
|                       | 5.  | Enters disposition on Receiving Ticket and initials.          |
| Messenger             | 6.  | Delivers to Accounting File Section.                          |
| File Clerk            | 3.  | <b>Opens mail.</b>  |
|                       | 4.  | <b>Pulls A/P copy of Receiving Ticket.</b>                    |
|                       | 5.  | <b>Staples A/P Copy of Receiving Ticket to Approval Copy.</b> |
|                       | 6.  | <b>Sends to Data Processing.</b>                              |
| Data Entry Supervisor | 7.  | <b>Places in the entry queue.</b>                             |
| D.E. Clerk            | 8.  | <b>Keys into Payables System.</b>                             |
|                       | 9.  | <b>Checks and corrects entries as necessary.</b>              |
| Data Entry Supervisor | 10. | <b>Sends Receiving Ticket copies to Central Files.</b>        |
| D.E. File Clerk       | 11. | <b>Files by Vendor Name.</b>                                  |

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