



# ADMINISTRATIVE REGULATION

## Office of the City Administrator

<b>Number</b>	206
<b>Sections</b>	1-6
<b>Effective Date</b>	8/1/07
<b>Responsible Department</b>	Administration
<b>Review Date</b>	8/1/12

**SUBJECT:** Receiving and Acceptance of Material and Equipment Ordered Via the Material Requisition/Purchase Order Process

1. **Purpose:** To define and establish a policy for the manner in which material and equipment are received and accepted by the City of Huntington Beach. The receiving and acceptance function is the final phase in completion of the purchasing cycle. At this point, acceptance or rejection is accomplished, and final determination is made as to quantity, quality, and delivery.
2. **Authority:** Section 401 of the Huntington Beach City Charter.
3. **Application:** This regulation applies to all officers and employees of the city.
4. **Policy:** All material and equipment that will be received by the City of Huntington Beach will be sent to a "ship to" location designated on the purchase order by the city's Central Services Manager. The department receiving the material or equipment will inspect and accept all items received by them and shall notify Central Services Division of any problems.
5. **Responsibilities:**
  - 5.1. The city's Central Services Manager is responsible for coordinating with the requesting department the "ship to" location for the purpose of receiving all materials and equipment ordered from a vendor.
  - 5.2. The originating department is responsible for counting items and inspecting received materials from vendor.
  - 5.3. The department receiving material and equipment is responsible for reporting to the Central Services Division all discrepancies with the received items within a reasonable time from the date received. Discrepancies shall be identified by the department and Central Services notified.
  - 5.4. The city's Central Services Manager is responsible for follow-up with the vendor of all vendor-received materials and equipment that is found to be unacceptable by the originating department.
6. **Procedures:**
  - 6.1. Material and equipment is shipped by the vendor to a "ship to" location or locations indicated on the purchase order.
  - 6.2. The originator who is designated as the "ship to" on the Purchase Order is responsible for the following:
    - 6.2.1. Inspection of the material or equipment to insure correctness of order
    - 6.2.2. Check packing slip
    - 6.2.3. The individual receiving the material or equipment receives the items into our ERP system if the status of the purchase order is 280-400 3-way. If partial deliveries

are made, department is responsible to receive only those items that come in. Do not receive for all items if items have not been delivered. Please refer to the JDE manual in the "I" drive under Procurement.

- 6.2.4. If a problem is found to exist with the received material or equipment, the department will inform the Central Services Manager who will be responsible for following up with the vendor and department to correct the problem.
- 6.3. Upon receipt of invoice from vendor, department will sign the invoice and forward to Accounts Payable to either make a partial payment or full payment from the purchase order.

  
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Penelope Culbreth-Graft, DPA, City Administrator