



General Receipt of Materials and Surplus Property

Responsible Official: Chief Financial Officer

Responsible Offices: Tax and Revenue Services

Policy Purpose

East Tennessee State University (ETSU) is required by state and federal law to establish and maintain a system of internal control. The purpose of this policy is the establishment of procedures for receipting of materials and handling surplus property.

Policy Statement

This policy governs the receipt of materials and surplus personal property processes.

I. Receipt and Delivery of Materials

A. Central Receiving

1. University Purchase Orders and Procard orders specify the location to which orders are to be delivered. University Purchase Orders will normally be delivered to Central Receiving. Procard orders may be delivered to Central Receiving or directly to the department.
2. When deliveries are made to Central Receiving, employees of Central Receiving will:
 - a. Compare the number of cartons or packages with the shipping documents.
 - b. Inspect for visible damage; note damages on the shipping document and obtain the delivery driver's signature.
 - c. Prepare delivery documents.
 - d. Deliver the material or equipment to the appropriate department, and obtain a signature from the person accepting the delivery.
3. To maintain a safe campus environment delivery trucks are generally limited to Central Receiving vehicles. Most deliveries of goods will be made to Central Receiving.

B. When deliveries are made to the department either directly or by central receiving, employees of the department will:

1. Compare the material or equipment received with the ordering records immediately upon receipt for conformity as to the specifications and quantity. The date received, quantity and condition of the items should be noted on the ordering records.

2. Compare the delivery to the purchasing information and make appropriate entries into the eBucs Purchasing System regarding purchase orders.
3. Report any deviation from specifications, shortages, damages, etc. to the purchasing agent in writing. The purchasing agent will initiate the communications with the vendor, except for apparent damage in transit, in which case the department should contact Central Receiving, who will file the proper claims with the vendor and shipper.
4. Complete records on all receiving reports shall be maintained in order to provide a clear audit trail on the receipt of all purchases.

II. Surplus Personal Property

- C. Surplus property is personal property (not real property such as land or buildings) owned by the University which has been determined by a department to be obsolete, outmoded, unusable or no longer needed for which future needs do not justify the cost of maintenance and/or storage.
- D. In some instances, other University departments may want to utilize personal property declared surplus to the needs of another department. Items may be transferred between departments or to surplus property for disposal by accessing the Central Receiving site.
- E. Surplus vehicles are either traded in on a new vehicle or disposed by Central Receiving through the auction process. The funds obtained from the surplus auction are recorded in the general university fund, they are not returned to the department, with the exception of Public Safety vehicles. Revenue from Public Safety vehicles that are sold at auction get recorded in a Public Safety index.

Defined Terms

eBucs System:	A computerized electronic procurement (eProcurement) system used to manage the University's procurement process online. The eBucs application includes modules that address each step in the procurement process: shop and compare, create requisition, requisition approval process, create and distribute purchase order, process invoices, and receipt management.
Procard:	The procurement card program available for purchases of goods less than \$5,000.
Surplus Property:	Any University property such as movable equipment or supplies (not real property such as land or buildings) a department determines to be excess to its needs and for which the department has no foreseeable requirement.

Authority: Focus Act: T.C.A. § 49-8-203, et. Seq; T.C.A. § 9-2-102; T.C.A. § 9-18-102(a);
Standards for Internal Control in the Federal Government (Green Book)
GAO-14-704G

Policy History

Effective Date

Revision Date: 2/21/2022

Procedure (s)

Procedure History

Effective Date:

Revision Date: 2/21/2022

Scope and Applicability

Check those that apply to this policy and identify proposed sub-category.

	Governance	
	Academic	
	Students	
	Employment	
	Information Technology	
	Health and Safety	
X	Business and Finance	
	Operations and Facilities	
	Communications & Marketing	
	Advancement	