

COUNTY COLLEGE OF MORRIS

Business and Finance Division Procedures

Subject: MERCHANDISE RECEIVING
CAMPUS STORE OPERATION

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General

The receiving function is concerned with the accurate and efficient handling and recording of all merchandise entering the store. Essential to this end is a receiving system designed to safeguard against loss due to theft, improper documentation of merchandise received, or failure to secure reimbursement for merchandise lost or damaged.

Speed, accuracy and care are all required in moving, verifying and safeguarding merchandise from the time it enters the store until it reaches the storage area or point of sale. Delays may result in the loss of cash discounts and lost opportunities for sales. Accuracy in counting and verifying merchandise, and the exercise of care and safeguards in handling and processing are required to prevent shortages and other losses.

Authority

Vice President for Business and Finance

Responsibility

Director of Auxiliary Enterprises
Assistant Director of Auxiliary Enterprises
Campus Store Receiving Assistant

It is the responsibility of the Campus Store Receiving Assistant to account for all merchandise received and returned.

Access to the receiving area is restricted to the Campus Store Receiving Assistant, Campus Store staff and other designated parties authorized by the Director or Assistant Director of Auxiliary Enterprises.

Procedure

All merchandise received is to be checked through the receiving area. The receiving area is located to the rear right-hand side of the Campus Store. The receiving door, located in the rear of the receiving department, is of the dead bolt type. This is the only outside access door to the receiving department and cannot be opened from the outside. The receiving area is secured during unattended periods for lunch and work breaks.

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1. All shippers pull up to the loading platform and signal the warehouse upon arrival via an outside phone. After proper identification, the shipper is admitted to the receiving area by the Campus Store Receiving Assistant.
2. The driver submits the freight bill (bill of lading) to the Campus Store Receiving Assistant.
3. The Campus Store Receiving Assistant acknowledges that the delivery is for the Campus Store.
4. The Campus Store Receiving Assistant inspects each carton for damages during the process of unloading.
5. Cartons are counted and agreed to the bill of lading (freight bill).
6. If no damages or shortages are noted, then the Campus Store Receiving Assistant signs and dates the bill of lading indicating verification.
7. In the event that there is damaged merchandise or a shortage of goods, then the driver is instructed to properly denote same on all copies of the bill of lading (freight bill) before the Campus Store Receiving Assistant signs for the merchandise.
8. The Campus Store Receiving Assistant checks quantities, as per the individual packing slip, for each carton received to the actual merchandise received to verify accuracy.
9. The Campus Store Receiving Assistant completes the receiving report (Attachment A) which includes the following information:
 - a. Received from (name of shipper)
 - b. Purchased from (name of vendor)
 - c. Received via (UPS, truck)
 - d. Date received
 - e. Purchase order number
 - f. Bill of lading/tracking number
 - g. Accepted by
 - h. Quantity received

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10. The Campus Store Receiving Assistant prints the receiving worksheet and denotes the date, then compares the receiving worksheet to the packing slip and indicates by circling each quantity received by item. Shortages or overages are indicated by crossing out the original quantity and indicating a + or - and the correct quantity. Backorders of items not received are circled in red. When there is a shortage or overage, the amount is indicated on the face of the packing slip and the receiving register. The information is then entered into the computer inventory management system.

NOTE:

For non-course materials, the quantity received is noted on a printout of the purchase order.

11. All shortages and overages are reported immediately to the Textbook Coordinator, Accounting Assistant III, the Director and Assistant Director.
12. If all items received are complete, the Campus Store Receiving Assistant forwards to the Accounting Assistant III the purchase order, packing slip, bill of lading (freight bill), receiving registers, and initials and dates the receiving copy of the purchase order.
13. If a partial shipment has been received, the purchase order item missing is circled in red on the receiving worksheet.
14. The Accounting Assistant III then processes the invoice in the computer system and adjusts pricing applying the standard markup percentages based on the new average cost of the item. Campus Store Receiving Assistant or designated party tickets the merchandise with the appropriate price.
15. After the merchandise is marked, the purchase order is retained and refiled in an open purchase order file for those items yet to be received and on backorder. If complete, it is forwarded to the Account Clerk III.
16. The Account Clerk III matches the receiving purchase order copies with the office copy. The completed purchase orders are placed in the appropriate file for items to be paid.

CAMPUS STORE RECEIVING LOG

Date	Received From	PO Number	Shipper	B/L#/PRO#	Number of Boxes	Received By