

<b>COUNTY COLLEGE OF MORRIS</b>	
<b>Business and Finance Division Policies and Procedures Manual</b>	
<b>Subject:</b> MERCHANDISE RECEIVING CAMPUS STORE OPERATION	<b>Page:</b> 18.01.01
	<b>Date:</b> 4/29/14

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.

Policy

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  
Sr. Bookstore Clerk

The Sr. Bookstore Clerk is responsible to account for all merchandise received and returned.

Access to the receiving area is restricted to the Sr. Bookstore Clerk, and other authorized designated parties. All others seeking access to the receiving area must get the expressed permission of the Sr. Bookstore Clerk.

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 buzzer system. The shipper properly identifies himself and is admitted access to the receiving area by the Sr. Bookstore Clerk.
2. The driver submits the freight bill (bill of lading) to the Sr. Bookstore Clerk.
3. The Sr. Bookstore Clerk acknowledges that the delivery is for the Campus Store.
4. The Sr. Bookstore Clerk inspects each carton for damages during the process of unloading.
5. Cartons are counted and agreed to the bill of lading.
6. If no damages or shortages are noted, then the Sr. Bookstore Clerk 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 before the Sr. Bookstore Clerk signs for the merchandise.
8. The Sr. Bookstore Clerk checks quantities, as per the individual packing slip, for each carton received to the actual merchandise received to verify accuracy.
9. The Sr. Bookstore Clerk completes the receiving log 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 number
  - g. Accepted by
  - h. Quantity received
    1. Large shipments indicate number of cartons and units per carton.
    2. Small shipments indicate quantity as each.

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- i. Quantity accepted (used in the event of damaged or shorted merchandise)
  - j. Description of merchandise received
10. The Sr. Bookstore Clerk prints the receiving register and denotes date. The Sr. Bookstore Clerk compares the receiving register to the packing slip and indicates by a tick mark each quantity received by item. Shortages or overages are indicated by a + or - and the quantity. Back orders 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. One “receipt” should be made for each item on the packing slip.

NOTE:

If the merchandise received is textbooks (Dept. 10, 15, & 20), the quantity received is entered into the computer textbook management system, for inventory maintenance.

Non-textbook materials received are not processed through this system.

- 11. All shortages and overages are reported immediately to the Textbook Coordinator, Account Clerk III and either the Director or Assistant Director.
- 12. If all items received are complete, the Sr. Bookstore Clerk forwards to the Textbook Coordinator the purchase order, packing slip, bill of lading, receiving registers, and denotes his initials and date received on 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 register.
- 14. The Textbook Coordinator (or Secretary for General Merchandise) then receives the merchandise in the computer system and adjusts pricing applying the standard markup percentages based on the new average cost of the item. Sr. Bookstore Clerk 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 back order. 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.

RECEIVING  
INSPECTION  
REPORT



COUNTY COLLEGE OF MORRIS  
214 CENTER GROVE ROAD  
RANDOLPH, NJ 07869  
973-328-5151

RECEIVED FROM		ADDRESS		DATE RECEIVED
PURCHASED FROM		ADDRESS		PURCHASE ORDER NO.
RECEIVED VIA EXPRESS <input type="checkbox"/> P.P. <input type="checkbox"/> FREIGHT <input type="checkbox"/> TRUCK <input type="checkbox"/> LOCAL <input type="checkbox"/>		TRANSPORTATION CHARGES \$	PREPAID	COLLECT
DRIVER INITIALS & NO.		WAYBILL NO.	BILL OF LADING NO.	PACKING SLIP NO.
DELIVER TO		ACCEPTED BY		RECEIVED BY
PURCH. REQUISITION NO.				
CHARGE NO.				

QUANTITY RECEIVED	QUANTITY ACCEPTED	QUANTITY REJECTED	DESCRIPTION

INSPECTION RECORD				
RETURN TO VENDOR	REWORK	ACCEPTED	INSPECTOR'S SIGNATURE	DATE INSPECTED
BS 00707				

A T T A C H M E N T "A"

RECEIVING DOCUMENT

PRINTED 11/15/02

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0 # BS01354  
TERM: 03K  
ENDOR: SIGNET  
END #: SIG\*\*1

DATE: 11/18/02

REC DATE	CRTNS	WHO	INV ENCL	BOL
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Source: COUNTY COLLEGE OF MORRIS BOOKSTORE  
Comment:

QTY	SKU/XREF	AUTHOR/TITLE	COST	RETAIL	Bd Ed Cp
1	ISBN	COMMENTS			DCC
1	978088362338190000	INTER POCKET/POCKET PAL: MILLENIUM ED	11.00	14.75	PA 18 00
	0-88362-338-2				05 10 10
	6RD 116				

RECEIVING REPORT - Used for Depts 5 & 12 only (textbooks)

