



Policy Number:	CS-1207-1990
Policy Title:	Receipt of Goods
Policy Owner:	Chief Business Development & Ancillary Services
Effective Date:	March 1990
Last Revised:	January 2016

1. Purpose

This policy provides guidelines which govern the receipt of goods purchased by Mohawk College. Specifically, this policy outlines the inspection, acceptance, refusal, return and recording of College purchases.

2. Application and Scope

This policy applies to all employees and procurement initiatives at all Mohawk College campuses.

3. Definitions

“Packing Slip” is a shipping document that accompanies delivery packages which includes a detailed list of package contents.

“Purchase Order” is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Sending a purchase order to a supplier constitutes a legal offer to buy products or services.

“Standing Orders” are purchase orders that start with letters “SP.” Standing orders are used when there will be more than one order placed with a specific supplier for the fiscal.

“Blanket Orders” are purchase orders that start with the letters “BP.” Blanket orders do not encumber funds.

4. Principles

- A. Accountability-** Mohawk is accountable for public funds used to purchase goods and services, for the results of such procurement decisions and the appropriateness of the processes that were applied in relation thereto.
- B. Transparency-** Mohawk is transparent to all of its stakeholders and especially to members of the Hamilton community who it serves. Wherever possible,

stakeholders must have equal access to information on procurement opportunities, processes and results.

- C. Value for Money-** Mohawk dollars are used prudently and responsibly with the aim of achieving maximum value for the use of public funds. A value-for-money approach seeks to deliver goods and services at the optimum total life-cycle cost.
- D. Quality Service Delivery-** in fashioning the appropriate method to purchase a good and/or a service, particularly one that relates to a front-line service, Mohawk must receive the right product at the right time and in the right place.
- E. Process Standardization-** Mohawk is committed to standardizing the procurement processes in order to remove inefficiencies and create a level playing field.
- F. AODA Compliance-** In accordance with section 5 of the AODA Integrated Accessibility Standards Regulations, Mohawk College is committed to incorporating accessibility criteria or features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so. Mohawk College recognizes that it might not always be possible to ensure that goods, services or facilities procured or acquired are accessible. In this regard, Mohawk College will provide an explanation, upon request, in accordance with this regulation.

5. Accountability and Compliance

5.1 Accountability Framework

This policy has been approved by the Senior Leadership Team

5.2 Compliance

The Chief Business Development and Ancillary Services is responsible for monitoring the effectiveness of this policy and ensuring compliance.

6. Rules

6.1 Inspecting Deliveries

- All deliveries will be inspected to ensure that the shipment conforms to the purchase order requirements and other specified information (correct count, delivery documentation, condition, functional).
- Deliveries will be inspected to ensure that there is no damage or breakage to the order.

6.2 Acceptance of Deliveries

- All goods must be delivered to the campus receiving dock only. Purchases must not be received by the individual department.
- Satellite campuses must send all packing slips to the Fennell Campus Receiving Department. Invoices will not be paid for goods received without a packing

slip that includes a College purchase order number or indication of other method of payment i.e. purchasing card.

- Packing slips for Standing Orders should be sent directly to Accounts Payable.

6.3 Refusing Deliveries

- Unless the package is clearly marked "free sample" the Receiving Department will refuse all deliveries whose packing slips do not clearly identify that the item was purchased by the College. Packing slip must have a valid College purchase order number and or reference that this is purchased using the Purchasing Card and includes the name of the individual & department who placed the order.
- Shipments that do not include a packing slip will not be accepted and returned to the supplier.
- The College reserves the right to refuse shipments which are defective or damaged in any way.

6.4 Record Retention

- The Fennell Campus Receiving Department must have the packing slip in order to properly record the receipt of goods.
- The Fennell Campus Receiving Department will keep records of the receipt of goods for seven years.
- Invoices will not be paid if information is not recorded (or improperly recorded) through the Receiving Department.

7. Policy Revision Date

7.1 Revision Date

January 2019

7.2 Responsibility

The Chief Business Development and Ancillary Services is responsible for reviewing this policy every three years or earlier where required.

8 Attachments

Appendix A- Return of Goods Procedure

9 Specific Links

Mohawk College Procurement Directive
CS-1002-2009 Purchasing Card Policy



Appendix A Return of Goods Procedure

The below procedure is for the return of goods that are damaged/defective or are unsuitable.

(a) where Cancellation of partial or total Purchase Order is required:

Contact the Supplier to get a *Return Merchandise Authorization (RMA)* number. Advise Purchasing Services via email indicating the purchase order number, the item being returned and the *RMA* number.

If the purchase order has multiple items, please indicate which item is being returned. A revised Purchase Order will be initiated by Purchasing Services.

(b) Where a "Change Order" Purchase Order is required:

In situations where a replacement is being provided which is a different item and/or a different price than the goods originally ordered, a revised "Change Order" Purchase Order will be initiated by Purchasing Services.

Contact the Supplier to get a *Return Merchandise Authorization (RMA)* number.

Advise Purchasing Services via email indicating the purchase order number, the item being returned, the *RMA* number and a full description of the replacement item. A revised Purchase Order will be initiated by Purchasing Services.

(c) Fennell Campus

If the item was removed from its original package, return it to the original package.

Contact the Receiving/Shipping department for a pick-up of the item or bring it to the Receiving/Shipping department.

Ensure that the *RMA* number and name of the company are clearly written on a separate piece of paper affixed to the package.

(d) Satellite Campuses

If the item was removed from its original package, return it to the original package.

Bring the package to the main office or to the location where goods and services are generally received.

Ensure that the *RMA* number and name of company is clearly marked on the package or written on a separate piece of paper affixed to the package.