

Information

Damaged Goods in Transit

Number

PUR 29 00

Applicability

This policy applies to University Administrators Faculty and Staff

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Sally Molsberger - Chief Procurement Officer

Service Complex, University of Louisville

Louisville, KY 40292

502-852-8223

purchase@louisville.edu

History

Original Date: Unknown

Revision Date(s): November 20, 2023

Reviewed Date(s): February 14, 2020; November 20, 2023

Categories

Statement:

Damaged Goods in Transit should be reported to the Department of Procurement Services immediately so they may notify vendors, request inspections, or file freight claims on a timely basis.

Reasoning:

Documentation of items and timely recording of claim.