Information

Receipt of Purchase Orders

Number

PUR - 27.00

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 - Procurement Services
Service Complex, University of Louisville
Louisville, KY 40292
502-852-8223
purchase@louisville.edu

History

Original Date: Unknown
Revision Date(s):April 28, 2023
Reviewed Date(s): February 14, 2020; April 28, 2023

Categories

Statement:

All purchases should be inspected for conformity to University order requirements prior to receiving.

Any discrepancy on any shipment must be reported to the respective buyer immediately.

Responsibilities:

Departments are responsible for posting receipts of shipments in PeopleSoft that are delivered directly to them. Central Receiving personnel are responsible for posting goods delivered to Central Receiving.