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
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History

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

Categories

Reason for Policy:

Documentation of items and timely recording of claim.

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.