

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

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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.