

RECEIVING GOODS AND SERVICES

To assure goods and services procured by the school district are properly accounted for and are of the quality and type ordered, all purchased goods and services will be received by the administrator authorizing the purchase. Upon receipt of ordered goods or services, the administrator will forward a copy of the invoice and purchase order to the business office for processing and payment. Goods and services which do not meet the requirements specified in the purchase order or contract will not be paid for or accepted.

If goods must be delivered to and received by someone other than the administrator authorizing the purchase, it shall be the responsibility of that person to inform the administrator, to assure the goods and services are properly accounted for, and to ensure they are of the quality and type ordered.

Legal Reference: Iowa Code § 279.8 (2013).

Cross Reference: 705 Expenditures

Approved 8/9/2004

Reviewed 10/13/2014

Revised _____