


# PROCEDURE

<b>Subject</b>	<b>Purchasing Procedure—Trial Basis Products, Trade In Equipment, Return of Goods and Document Purchases</b>	<b>Number:</b> 5.18.06
<b>Source</b>	Vice President, Finance and Administrative Services	<b>Reference (Rule #)</b> 6HX14-5.18
<b>President's Approval/Date:</b> 04/03/2017		

## **POLICY:**

The receiving clerk in Central Services shall make the initial inspection of all shipped goods to College, with some exclusions, including but not limited to office supplies. If any noticeable damage occurs, Central Services shall return the goods or request a representative of the vendor to inspect the damage. Department heads may also be asked to inspect goods that show evidence of damage in shipment to see what if anything needs to be replaced.

All trial basis goods must be ordered through the Procurement Coordinator. Detailed instructions must accompany the order to make clear the reasons and terms for the trial basis order. Funds will be encumbered accordingly and if it is decided to keep the goods, the ordering department must complete a receiving report and submit it to Accounts Payable for processing.

Trade in accountability on equipment shall be handled first with Business Services removing the respective equipment from the College's property schedule and providing notice to the Board of Trustees that the item is being traded in for a replacement. The Director of Business Services, or designee shall make arrangements with the department requesting the trade in to order the replacement from the vendor.

On occasion, it may be necessary to return goods to the vendor. When this occurs, the Business Services Department, Finance, and the department originating the order shall be responsible to complete the necessary forms to expedite the process.