

**Chapter: Property and Inventory**  
**Rule: Receiving of Goods and Services Procedures**

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**Page:** 1 of 1  
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**ACA Standard(s):** 3-JTS-1B-14

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(a) **Policy.**

Goods and services purchased and received by the Texas Youth Commission are examined to ensure that specifications are met.

(b) **Procedures.**

- (1) Receipt of all goods and services is performed to ensure compliance with all terms, conditions and specifications of the purchase order or contract.
  - (2) Partial shipments of any items are appropriately documented with the date and quantity received indicated.
  - (3) The authorized authority prepares and signs all receiving documents after being satisfied that the shipment meets the required specifications outlined in the purchase order or contract.
  - (4) Items received are inspected and notations made on the carrier's shipping documents according to product conditions. For some shipments, it is necessary to insert the following clause on the carrier's shipping document; "Shipment received subject to further inspection as to quantity, and specifications." Resultant claims must be made within 15 days in order to hold contractor responsible. Claims for concealed damages must be made within 15 days.
  - (5) For other shipments, when doubt exists as to merchandise meeting all specifications, the following should be written on the shipping document, "Received subject to further inspection". The receiving employee should immediately advise the central office business services department.
  - (6) Receipt of services acquired under a contract for services must be accomplished by the person identified in the contract as the individual responsible for certifying receipt of services. Receipt must be properly documented (see below) by that person, or some person duly acting for that person, before a payment vouchers may be signed.
  - (7) Receipt of services should be documented by comparison of the contractor's (vendor's) invoice with original documentation (such as a service log or delivery tickets) maintained in the department or at the facility. Such original documentation should detail the amount or level of service received, the date of the service, to whom the service was delivered, and should reconcile to the contractor's invoice. In instances where services are on-going, such as telephone service, receipt may be verified by review of the contractor's invoice and the signing or initialing of the invoice by the responsible party.
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