# PURPOSE:

To establish a policy and procedure for CTRAC Staff to check-in orders that has been received.

# POLICY:

All orders received by CTRAC will be checked-in by the ordering staff member or a person designated by the Executive Director to handle this procedure.

# PROCEDURE:

1. Upon delivery of order to the CTRAC Offices, a staff member will sign for delivery and notify the staff member that placed the order.
2. The ordering Staff member will compare the packing list to the contents of each box within two (2) business days of receipt of order.
3. Then the packing list will be compared to the invoice, quote, and/or order confirmation to confirm CTRAC received the appropriate equipment and/or supplies.
4. The ordering Staff member will stamp the packing list received. Once it is stamped the Staff member will initial and date to confirm the order was received at the CTRAC Offices.
5. The packing slip must be attached to the invoice, quote, and/or order confirmation.
6. If the order is incorrect, the Staff member will notify the Executive Director and/or the CTRAC staff member that made the order. The Staff member who made the order will contact the vendor to correct the issue.
7. If the issue is not able to be resolved, the Executive Director will be notified to determine next action(s) to be taken.
8. If the item qualifies as “Equipment” all pertinent information including: Serial Number, Purchase Date, Purchase Price, Grant, Grant Year and item location must be recorded on the form GC-11.

# Approvals:

Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_