3-06/110.10 - Outside Vendors

In all cases, persons receiving a shipment from an outside vendor shall:

- Inventory the shipment at the time of delivery;
- Note any shortages or visible damage to the shipment on the delivery receipt and the driver's copy when receiving the freight;
    - Notations shall be in the receiver's handwriting, dated and signed, e.g., 1 carton short, 2 cartons wet, 1 carton crushed;
- Sign for the delivery only after a thorough inventory of the shipment is completed;
- Obtain a copy of the carrier's invoice (delivery receipt, freight bill, etc.); and
- If damages are noted after the driver departs, notify Internal Services Department, Traffic Division, retain the damaged container, and do not remove the item from the container.

  NOTE: When unit "A" receives a shipment which contains merchandise for unit "B," unit "A" shall follow the above inventory procedure and then ship the merchandise to unit "B." Example: If Carson Station receives a shipment which contains merchandise for Avalon Station, Carson Station shall follow the above procedures and then forward the merchandise to Avalon Station.

A Receiving Report (form 76D805) shall be prepared for all items delivered to a Department facility by any vendor or delivery service with United Parcel Service and Parcel Post being the exceptions.

If any deliveries of personal items to an employee are made at a Department facility, a Receiving Report must also be prepared with the word "PERSONAL" printed on the Receiving Report.

The Receiving Report shall include the following information as shown on the carrier's invoice by the unit's receiving clerk:

- Date of delivery (report made at time of delivery);
- Name of carrier making delivery;
- Sheriff - (specify) Division;
- Number of vendor's delivery slip;
- Brief description of material received;
- Name of vendor from which merchandise was purchased;
- FOB point as stated on purchase order;
- Delivery charge as indicated by carrier;
- Routing of shipment, e.g., name of freight company, etc.;
- Signature and employee number of receiving clerk and unit of assignment; and
- Bureau/facility/station where received.

  NOTE: Special attention shall be given to ensure that the purchase order number is noted on the carrier's invoice as well as on the Receiving Report. Do not delay in signing for the delivery if you are unable to readily obtain the purchase order number. Excessive "delivery time" may be billed by the carrier.

Distribution of the Receiving Report shall be as follows:

- Yellow copy:

  Internal Services Department
  Traffic Division
  2500 South Garfield Avenue
  City of Commerce, CA 90040

- Pink copy: (attach carrier's invoice, delivery receipt, freight bill, etc.)

  Fiscal Administration
  Attn: Accounts Payable
  (For fixed assets, Attn: Inventory Control)
  Sheriff's Headquarters
  4700 Ramona Blvd., Rm. 310
  Monterey Park, CA 91754

- White copy: retain at the receiving unit, file by carrier's name and date of delivery.