

## **3-06/110.15 - Internal Services Department (ISD)**

In all cases, persons receiving a shipment from Internal Services Department shall:

- Obtain the "C" copy of the invoice from the driver;
- Check the delivery against the "C" copy of the receipt at the time of delivery;
- Note any shortages, damaged goods or partial shipments on the "C" copy;
- Do not accept visibly damaged goods;
- Sign for delivery. Include employee number and date;
- Upgrade the Unit's inventory to reflect the stock received;
- Forward the "C" copy to Fiscal Administration, Attention: Document Control; and
- Retain a photocopy copy of the "C" copy at the Unit of assignment for future reference.

A complete and thorough inventory of the contents of the shipment may be made after the driver leaves. If any shortages, damaged goods or partial shipments are discovered, notify ISD immediately.

### Partial Deliveries

- Ensure that an additional "C" copy is obtained from ISD when the balance of the partial delivery is received; and
  - Follow the steps as listed above.
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