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.