

GENERAL DISTRIBUTION

WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION

NUMBER: 122.10

DATE: 19 October 2020

SUBJECT: RECEIVING & INSPECTION OF
COMMODITIES OR SERVICES

POLICY DIRECTIVE

PURPOSE:

To prescribe the manner of inspection for all deliveries of commodities, services, repairs, alterations, or printing to assure compliance with specifications.

REFERENCE:

WV Code §5A-3-9; West Virginia Purchasing Division Procedures; and 90CSR10 Title 90 Legislative Rule of the West Virginia Division of Corrections and Rehabilitation.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject including DOC Policy Directive 122.10, dated 01 December 2013; and RJA Policy 2003, dated 22 July 2010.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation. This Policy is available for general distribution.

DEFINITIONS:

Commodities: supplies, material, equipment and any other articles or things used by or furnished to a department, agency or institution of state government.

POLICY:

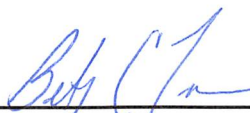
- I. Each facility or work unit is responsible for the inspection of commodities, services, repairs, alterations, or printing upon delivery to ensure that purchases meet contractual agreement.

- II. The facility or work unit designated fiscal staff member shall ensure the receiving agent (e.g. assigned correctional officer, corrections facility coordinator, maintenance staff or designated staff person) scheduled to receive any commodity, or service receives an approved purchase order prior to accepting.
 - A. For commodities/goods, the receiving agent must check the shipment against the purchase order to determine if:
 1. The make, model number, brand name and general description of the item(s) received match the specifications on the purchase order.
 2. The quantity received agrees with the purchase order quantity, packing list and invoice. An actual count is necessary to ensure receipt of all items.
 - B. For labor services the frequency (daily, weekly, monthly, etc.) and duration (number of hours, days, etc.) described in the purchase order or contract.
 1. Service contracts that require the vendor to provide consultant reports, audit reports, statistics or recommendations must be as specified in the purchase order or contract.
 2. Service contracts that require the vendor to perform a particular service must have all tasks completed as described in the purchase order or contract.
 - C. Upon completion of the inspection outlined above, if no discrepancies are found, the receiving agent shall complete a Receiving Report (**Attachment #1**) to verify the commodities received. The receiving agent shall then attach the invoice, packing slip (if applicable), purchase order, and Receiving Report together and sign these documents attesting to no discrepancies and submit to the designated fiscal staff member for processing.
 - D. The receiving agent shall immediately report any discrepancies to the designated fiscal staff. If the fiscal staff member is unable to resolve the issue, he or she will notify the Director of the Department of Administrative Services (DAS) or designee.

ATTACHMENT(S):

Attachment #1 Receiving Report (WVSAO RR1)

APPROVED SIGNATURE: _____


Betsy C. Jividen, Commissioner

10-7-20
Date



State Org #
*P-Card <input type="checkbox"/>

Receiving Report

Vendor Name:			State Org Name:		
Vendor Address:			WVOASIS Document ID:		
Qty	Description of Commodities	Printed Name	Authorized Signature	User ID	Date
Agency Comments:					

* Check box for commodities paid for by State of West Virginia Purchasing Card.