

**KANAWHA COUNTY BOARD OF EDUCATION POLICY**  
**Equipment and Supplies Management - Inventory Control and Receiving**  
**Series: D07**  
**Reference:**  
**Issued: August 14, 1975**  
**Revised: June 17, 1982**  
**Revision Number: 1**

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The Department of Purchasing and Supply Management shall establish and maintain a systematic system for receiving, delivering and accounting for all furniture, equipment and supplies acquired by the Kanawha County Board of Education for the purpose of carrying out the instructional and service programs of the schools. The inventory system shall be developed by the Office of Supply Management in close cooperation with the Office of Information Systems and the administrators in the several schools and locations related to the administration and operation of the schools.

Inventory control and monitoring of the Fixed Asset System for capital assets is controlled and maintained by the Purchasing Office. All capital asset purchases of \$5,000 or more are maintained as per the requirements of the West Virginia Department of Education Office of School Finance.

#### Receiving Function

Materials or services which have been ordered must be formally recorded in order to complete the purchasing and invoice payment process. Centralized receiving is encouraged to provide accountability and control through the Supply Management Office. In those cases where decentralized receiving is necessary the individual to whom the material or service is directed will assume responsibility for its receipt.

The receiving function shall conform to the following procedures:

1. A determination should be made that a purchase order has been issued for the goods or services being received.
2. If freight charges are collect, they should be authorized by the purchase order. If not, goods should not be accepted until the shipper has agreed to prepay.
3. Evidence of damage should be indicated on the freight bill prior to acceptance of the goods.
4. The material should be inspected and checked against the purchase order as soon as possible. Concealed damage or shortages and any exceptions between the ordered material and that actually received should be noted.

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5. The quantities and the date received should be clearly indicated on the purchase order.
6. The Department of Purchasing and Supply Management are to be notified immediately after goods or services are received through WVEIS.
7. Freight bills, packing lists, copies of exception notices, and other related documents should be filed with the receiving copy of the purchase orders
8. The purchase order number and date received should be marked on the outside of all containers.
9. All overages, damages, and incorrect materials should be identified and held in a specified area while awaiting proper disposition.
10. Centralized receipts will be processed in a designated staging area on a "first in, first out" basis.
11. The Office of Supply Management shall maintain an expediting file to support the review and processing of open or outdated purchase orders received through the centralized warehouse function.