



**CVM
Policies and
Procedures
Handbook**

Subject: *Procedures for Receiving Supplies,
Equipment and Drugs*

Section: *Business Office*

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To Be Reviewed Yearly by: *CVM Dean and
CVM Administrative Officer*

Source:

Cross Reference:

Procedures for Receiving Supplies, Equipment and Drugs

College of Veterinary Medicine

All orders for CVM are to be delivered to the CVM Purchasing Office for receiving. Deliveries are accepted from MSU Central Receiving, UPS, US Mail, and direct from vendors.

CVM Purchasing personnel will compare items ordered on purchase requests with items received and will initiate action to correct any discrepancies noted. When checked in, the materials will be delivered to the person who ordered them.

An approval form must be completed for each equipment item costing \$1000 or more. The approval form is issued to the person directly involved with that piece of equipment. After proper examination of the equipment, the approval form is completed and forwarded to the Supervisor of Building Services who completes the inventory process. The approval form represents authorization for payment of the purchase order.

APPROVED: _____

Kent H. Hoblet

3-24-2013

Kent H. Hoblet, Dean

Date