

# *Policies and Standards*

<i>SECTION:</i> <b>Purchasing</b>	<i>NO.</i> <b>4.4</b>		
<i>CHAPTER:</i> <b>Materials Control</b>	<i>ISSUED:</i> <b>1993</b>	<i>REV. A</i> <b>10/97</b>	<i>REV. B</i>
<i>POLICY:</i> <b>Inspection and Defects</b>	<i>PAGE 1 OF 2</i>		

## **PURPOSE**

To provide guidance to properly inspect and process any defects discovered during or after an inspection of received goods.

## **SCOPE**

This policy applies to all University employees.

## **POLICY**

Accurate specifications help to ensure receipt of proper quality and service. Quality buying involves buying supplies, materials, goods or services of a grade sufficient to fulfill, but not exceed, the requirements for which the goods are intended. Purchasing attempts to secure the best quality for the intended purpose, and works with the requesting department to obtain adequate specifications that are:

- Simple, clear, and exact
- Capable of being checked
- Reasonable in tolerances
- Capable of being met by several bidders
- Flexible, to encourage suppliers to suggest cost-saving alternatives or substitutes

## **PROCEDURES**

Sound receiving and inspection mark the starting point for preserving the University's rights with suppliers, and are essential to successful settlement of claims for shortages or damages to shipments.

Early detection of defects or obvious failures to comply with specifications often permits the University to secure a replacement at the supplier's expense, and puts the University in a more favorable position.

Shortage and/or damage should be called to the attention of the supplier or the carrier at the earliest opportunity. Packages that appear damaged should be immediately opened and inspected.

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Tardy claims are usually suspect and there is the risk of losing the University's rights because of a short non-claim clause in the "bill of lading" or "supplier's form."

### **RESPONSIBILITIES**

Purchasing is responsible for ensuring that specifications are sufficient to allow the requesting department to inspect the received goods.

It is the department's responsibility to perform the receiving function in a timely manner.

### **ADMINISTRATION AND INTERPRETATIONS**

Questions regarding this policy should be directed to the Director of Purchasing.

### **ADMENDMENT/TERMINATION OF THIS POLICY**

The University reserves the right to modify, amend, or terminate this policy at any time.