

UTSA Purchasing and Distribution Services

Receiving

When required, receiving is one function of a three-way match process that systematically approves and dispatches payment to the vendor when the (a) invoice matches the (b) PO and we acknowledge that we did (c) receive what we ordered. When an unfamiliar person “receives” a package for entry into the purchasing/payables system, they are only acknowledging receipt of a box, package, container or envelope. They do not know if the contents delivered are correct. End-user departments that placed the order have the experience and understanding to properly identify package contents and acknowledge whether or not it is correct. Legal issues can arise when there is a discrepancy in the contents (e.g., item or quantity) and we received without a proper inspection. The vendor can say, *“You approved delivery saying that what you received matched the PO and invoice. The problem is at your organization.”*

Effective February 1, 2018, small packages received at the Central Receiving Warehouse (CRW) on main campus or the mail room in the Downtown campus will no longer be “received” into Rowdy Exchange at these locations. Upon delivery to the departments, department employees are responsible for inspecting items and entering receiving if the item correctly matches the PO. Keep in mind that most packages under \$5,000 DO NOT require receiving. Training videos at <http://www.utsa.edu/pds/rowdyexchange/training.cfm#videos>.

General Stores

For the convenience of UTSA offices and labs over the years, the General Stores stocked a few common items, such as storage file boxes, virgin and recycled copy paper, paper towels and alcohol used in research. We purchase items in bulk to obtain all possible discounts with 100 percent of the savings passed on to end-user departments. General Stores does not increase costs for salaries and overhead associated costs.

Through competitive sourcing and product availability, we find it is no longer justifiable to maintain the costs associated with this operation, and the decision was made to discontinue operations when the current stock is depleted. With the exception of alcohol, all items are readily available from several of our preferred vendors on Rowdy Exchange. When stock is near depletion, we will contact our preferred suppliers to negotiate best price and service and have that list available for your reference.

Since alcohol is a control item and can only be purchased under a federal ATF license, it has not been determined at this time the best and legal way to continue purchasing it for our research needs. Until we can design an alternate business process that is effective, efficient and legal, the purchase of alcohol will continue with the same ordering process through General Stores.

John Clifford, PhD
Director of Purchasing and Distribution Services

