



**POLICY ON STORES – RECEIVING AND  
DISTRIBUTION**



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## TITLE AND COPYRIGHT

Title	<b>POLICY ON STORES – RECEIVING AND DISTRIBUTION</b>
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## DOCUMENT CONTROL DETAILS

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## 1. PURPOSE

It is the policy of the University of Venda that all purchased items be received, inspected, verified and distributed to the users as soon as possible by the receiving depot upon delivery.

## 2. DEFINITIONS

- 2.1 **Receiving Depot** - The venue where all purchased goods and equipment are delivered, checked and documented to be dispatched to users.
- 2.2 **Official Order** - Document issued by the Purchasing office for the supply and delivery of goods and services.
- 2.3 **Goods Receiving Voucher** - Document produced by the ITS (PMIS) system upon entering of data on goods received. This document must be signed by the person who received the goods and equipment ordered.
- 2.4 **Supplier Return Voucher** - Document produced by the ITS (PMIS) system upon entering of data relating to goods returned to Supplier. This document must to be signed by the representative of the supplier responsible for uplifting of the goods.
- 2.5 **Procurement Services** - The department responsible for Purchasing, Stores, Asset Control and Contracting of Operational Leases.
- 2.6 **Requisition** - A document, manual or electronic, requesting items to be issued to users.
- 2.7 **Issue Voucher** - A document produced by the ITS (PMIS) system and signed by the user on acceptance of standard stock received.
- 2.8 **Authorisation** - In all circumstances refer to the vested authority for expenditure against a cost center and account applicable.

## 3. RULES

### 3.1 General:

- 3.1.1 The receiving and distribution function is to provide a support service in respect of day-to-day delivery of goods and equipment needed by staff members of the University.
- 3.1.2 Items shall be received, documented, marked, (in case of assets) and delivered to users as soon as possible.
- 3.1.3 Goods and equipment may be delivered "into office" by the supplier only if the nature of such purchases are of such size and weight that it cannot be handled by the staff at the receiving depot.
- 3.1.4 Goods and equipment delivered to the receiving depot shall in all cases be verified, checked for quality and quantity and certified for correctness.
- 3.1.5 All documentation received with deliveries plus the goods received voucher shall be forwarded to the Creditors department within 24 hours after acceptance of the delivery.
- 3.1.6 All deliveries that are not accepted shall be returned to the supplier immediately.
- 3.1.7 Special care shall be taken when receiving fragile goods and equipment.

- 3.1.8 All damages/ shortages shall be reported to the Manager: Store Services as and when they occur. The manager will then return them to the supplier or record the details and claim from insurance depending on the circumstances.
- 3.1.9 Standard stock received shall be accepted and transferred to the store for which it was ordered without delay.
- 3.1.10 Goods and equipment incorrectly received must be returned without delay.

**3.2 Prescriptions to personnel of the Receiving depot:**

- 3.2.1 Utmost care shall be taken that ordered goods and equipment resemble the quality, quantity and price ordered.
- 3.2.2 No goods and equipment shall be accepted without reference to the official order number issued by the Purchasing Office.
- 3.2.3 No delivery note or invoice shall be signed in acknowledgement of goods or equipment received without proof of correctness of order and items delivered.

**4. PROCEDURES**

All goods purchased must be received at the receiving depot/stores.

**5 FORMS**

- 5.1 Internal Goods Receipt
- 5.2 Goods Return/Repair Note.

**6 RELATED POLICIES AND DOCUMENTATIONS**

Policy on Standard stock

**7 REGULATORY FRAMEWORK**

- GAAP
- King III report on Corporate Governance
- Higher Education Act (Act 107 of 1997)

**8 REVIEW DATE**

This policy will be reviewed after three years or as and when the need arises.

**9 RECORD OF CHANGES**

REVISION	DATE	AUTHOR(S)	DESCRIPTION

*Handwritten initials/signature*



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10 APPROVAL

  
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Registrar (Secretary of Council)