

Baltimore Research and Education Foundation, Inc.	Order Receiving Policy	No.		30
		Effective Date		03/12/2009
		Revision Letter		A
		Final Approval Signature	Approved policy, BREF Board meeting, 1/26/2011.	

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will verify orders received.

2.0 Scope

This policy applies to BREF employees who have placed an order for goods or services.

3.0 Policy

3.1 It is the policy of BREF that ordered items come into the VA Warehouse. VA warehouse personnel deliver the items to the appropriate lab or office. The lab or office personnel who receive the items are to verify that the items received are as they are shown on the packing slip, then sign the packing slip and deliver it to the BREF purchasing clerk.

3.2 A signature on the packing slip indicates that the item(s) were received in good order and payment can be made upon receipt of an invoice.

4.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
03/11/2009	A	Heather Riley	Policy is put into approved format.
01/26/2011		Shirley Rutledge	No changes. Policy approved, BREF Board meeting, 1/26/2011.