

VI Department of Education Property Division/Fixed Asset Management Receiving Goods and Fixed Assets Policy

JUNE 5, 2019

**Property Division/Fixed Asset Management
Policy and Procedures**



THE VIRGIN ISLANDS DEPARTMENT OF
EDUCATION

FAM 3.2 | Receiving Goods and Fixed Assets Policy

Purpose

This procedure establishes guidelines for executing and managing the receipt, delivery, tracking and disposition of goods and assets.

Definition

Goods – Any tangible item purchased for schools and activity centers (e.g. books, toner cartridges, paper and other consumables).

Fixed Assets – Any tangible, non-expendable asset having a useful life of more than one year and an acquisition cost of \$500.00 or more per unit. The acquisition cost is the unit price plus the cost of modification, attachments, accessories or auxiliary apparatus needed to make the asset useable for its intended purpose. Goods less than \$500.00 per unit are the sole responsibility of all Schools, Programs, Activity Center and Sub-Grantees.

In accordance with the Code of Federal Regulations (CFR) §200.33, assets such as copiers, vehicles, smartboards etc. equal to or greater than \$5,000.00 must be categorized as *equipment*. In accordance with the Code of Federal Regulations (CFR) §200.94, assets such as computers, laptops, projectors, etc. less than \$5,000.00 must be categorized as *supplies*.

Abbreviations

F.O.B. – Freight on Board

GVI – Government of the Virgin Islands

POD - Proof of Delivery

- Bill of Lading
- Packing Slip
- Commercial Invoice

VIDE – Virgin Islands Department of Education

STX – St. Croix

STTJ – St. Thomas/St. John

Policy

1. Goods and Fixed Assets shipped to the Virgin Islands Department of Education must be delivered to the respective STTJ or STX Procurement Warehouse (final delivery point).

2. If an asset is determined to be too large or cumbersome (e.g. copy machine, car engine, propane tank, freezer), it is the responsibility of the initiator e.g. Program Coordinator Warehouse to coordinate the delivery and inform the Warehouse Manager to perform the verification and tagging at the School/Activity Center within three (3) days of receipt of notice.
3. VIDE purchase order terms and conditions state that delivery of goods and fixed assets shall be F.O.B. Point of Destination and Title shall pass to VIDE upon acceptance at the Warehouse. Risk of damages or loss following shipment and prior to acceptance by VIDE shall be the responsibility of the vendor. Clearance and delivery are the responsibility of the vendor.
4. Goods and Fixed Assets received at the warehouse must be inspected, received and tagged within twenty four (24) hours of receipt.
5. Upon discovery of a shipping discrepancy, the Warehouse Manager must notify the vendor in writing and or via phone, within one (1) business day.
6. Employees performing warehouse receiving duties must immediately inform the Warehouse Manager of shipping discrepancies and Warehouse Managers will be held liable for not conducting the necessary shipping discrepancy follow up within the prescribed timeline.
7. Vendor warranty terms and conditions must be emailed to the VIDE Warranty centralized mailbox (vide.warranty@vide.vi). Vendor warranty terms and conditions must be kept on file by Territorial Office of Instructional Technology.
8. Warehouse Managers will email the Warehouse Daily Receiving Log to both the Warehouse and Fixed Assets centralized email Mailboxes (warehouse@doe.vi or stx.warehouse@sttj.k12.vi), (fixedassetmgt@doe.vi) every Tuesday and Friday.
9. All correspondence to and from the warehouse should be copied to each District Warehouse centralized e-mailbox.

Procedures

1. Warehouse Receiving prints the purchase order (PO) for the received goods and/or fixed assets from the MUNIS system.
 - a. Prior to the delivery driver leaving the warehouse, Warehouse Receiving must sign-off on the Vendor Proof of Delivery (POD) or driver's electronic clipboard verifying any of the following items will satisfy as a POD:
 - Driver's Bill of Lading
 - Packing Slip
 - Commercial Invoice
 - b. Warehouse Receiving must physically check off the quantity of packages/boxes delivered against the vendor's delivery packing slip and/or Commercial Invoice,

to ensure that the items received match the vendor's records shipment to VIDE.

2. Warehouse Receiving should:
 - a. Record the receipt of goods in Warehouse Receiving Ledger. The receiving ledger captures the following minimum requirement:
 - Purchase Order Number;
 - Vendor;
 - Date Received; and
 - Number of Boxes Received
 - b. Open cartons/packages (as necessary) to verify receipt of purchased items.
 - c. Confirm via check-off and notate on the Packing Slip and/or Commercial Invoice the number of cartons/packages delivered, short, over, damaged or shipped in error.
 - d. Immediately advise the Warehouse Manager verbally and via email of any shipping discrepancies (i.e. short, over, damaged or shipped in error). The employee performing warehouse receiving duties must immediately inform the Warehouse Manager of any shipping discrepancies.

Upon notification, the Warehouse Manager should contact the vendors within one (1) business day to resolve any discrepancies. The Warehouse Manager will be held liable for not conducting the necessary shipping discrepancy follow up within the prescribed timelines.

- e. Verify and record the product and actual quantity received and any exceptions on the delivery documents.
 - f. Scan the "checked off" Packing Slip and/or Commercial Invoice.
 - g. Receive the quantity of items into the quick receipt section of the PO module of MUNIS. In MUNIS, click the paperclip icon to attach the scanned Vendor Receiving / Proof of Delivery (POD) documents to the Receiving record in MUNIS..
3. All received assets are placed inside Warehouse security area designated for Federal assets until delivery to the School/Activity Center occurs.

Handling Shipping Discrepancies

4. Warehouse Manager is advised immediately of any shipping discrepancies (i.e. short, over, damaged or shipped in error).

5. The Warehouse Manager will prepare the Warehouse Receiving Exception Form. The form will include the following:
 - a. Date of discrepancy
 - b. PO Number
 - c. Vendor Name
 - d. Discrepancy
 - e. Date of Delivery
 - f. Initial Vendor Contact
 - g. Document Vendor Contact
6. The Warehouse Manager immediately notifies the vendor contacts via email and/or phone of the discrepancy and what is needed for resolution.
7. The Warehouse Manager documents the communication with the vendor on the **FAM 3.2A Warehouse Receiving Exception Form** (note: Warehouse Manager will maintain a copy of the vendor Packing Slip and/or Commercial Invoice that shows the discrepancy).
8. Scan the Warehouse Receiving Exception Form and name the scanned file “Warehouse Receiving Exception Form”, go to the quick receipt section in MUNIS, click the paperclip icon to attach the scanned “Warehouse Receiving Exception Form” to the PO Receiving File Maintenance module in MUNIS.
9. Warehouse Manager will maintain the form in the Warehouse Receiving Exception Binder.
10. Warehouse Manager will make contact (email and/ or phone call) with the vendor every three (3) days until the shipping discrepancy has been resolved.
11. Once the Warehouse Manager has resolved the issue with the vendor, it should be updated on the “Warehouse Receiving Exception Form” and scanned into MUNIS.

TPFA Oversight

1. Review Receiving data in MUNIS, and reconciling to the Warehouse Receiving ledger and the POs
2. Conduct periodic and random warehouse reviews, at least twice a month in each location to verify compliance with procedures. This includes physical verification of inventory on location at the time of the visit.