



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION  
FIXED ASSET MANAGEMENT POLICY AND PROCEDURE

FAM 3.2:	Receiving Goods and Fixed Assets
Purpose:	This procedure establishes guidelines for executing and managing the receipt, delivery, tracking and disposition of assets.
Definitions:	<p>Goods – Any tangible item purchased for schools and activity centers (e.g. books, toner cartridges, paper and other consumables).</p> <p>Fixed Assets – Any tangible, non-expendable property having a useful life of more than one year and an acquisition cost of \$500 or more per unit. It includes all computers, cameras and other high-risk electronic equipment regardless of price. The acquisition cost is the unit price plus the cost of modification, attachments, accessories or auxiliary apparatus needed to make the property useable for its intended purpose.</p>
Abbreviations:	<p>F.O.B. – Freight on Board  GVI – Government of the Virgin Islands  POD - Proof of Delivery</p> <ul style="list-style-type: none"> <li>• Bill of Lading</li> <li>• Packing Slip</li> <li>• Commercial Invoice</li> </ul> <p>VIDE – Virgin Islands Department of Education  STX – St. Croix  STTJ – St. Thomas/St. John</p>
Policy:	<ol style="list-style-type: none"> <li>1. Goods and Fixed Assets shipped to the Virgin Islands Department of Education must be delivered to the respective STTJ or STX warehouses (final delivery point).</li> <li>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 Warehouse Manager to coordinate the delivery, receipt, tagging and scanning within three (3) days of receipt.</li> <li>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 final delivery point. Risk of damages or loss following shipment and prior to acceptance by VIDE shall be the responsibility of the vendor. For shipments that require formal entry, once cleared, Warehouse Operations will retrieve the assets and bring them to the warehouse for receiving.</li> </ol>



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	<ol style="list-style-type: none"> <li>4. Goods and Fixed Assets received at the warehouse must be inspected, received, scanned, and tagged within twenty four (24) hours of receipt.</li> <li>5. Upon discovery of a shipping discrepancy, the Warehouse Manager must notify the vendor in writing and via phone, within one (1) business day.</li> <li>6. Employees performing warehouse receiving will be held liable for not immediately informing the Warehouse Manager of shipping discrepancies.</li> <li>7. Warehouse Managers will be held liable for not conducting the necessary shipping discrepancy follow up within the prescribed timelines.</li> <li>8. Vendor warranty terms and conditions must be emailed to the warehouse operations centralized mailbox (<a href="mailto:warehouse@doe.vi">warehouse@doe.vi</a>).</li> <li>9. Vendor warranty terms and conditions must be kept on file by VIDE Warehouse Operations.</li> <li>10. Warehouse Managers will email the <b><u>Warehouse Daily Receiving Log</u></b> to both the Warehouse and Fixed Assets Centralized Mailboxes (<a href="mailto:warehouse@doe.vi">warehouse@doe.vi</a>), (<a href="mailto:fixedassetmgt@doe.vi">fixedassetmgt@doe.vi</a>) at close of business each day.</li> <li>11. All correspondence to and from the warehouse should be copied to the warehouse operations centralized mailbox.</li> </ol>
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Procedure:

1. Warehouse Receiving prints the purchase order (PO) for the received goods and/or fixed assets from the MUNIS system.
  - a) 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 for shipment to VIDE.
  - b) Prior to the delivery driver leaving the warehouse, Warehouse Receiving must sign-off



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on the Vendor Proof of Delivery (POD) or driver's electronic clipboard. Sign-off on any of the following items will satisfy as a POD:

- Driver's Bill of Lading
- Packing Slip
- Commercial Invoice

2. Once the warehouse has signed for the receipt of goods from the Vendor, the Warehouse now has ownership and accountability of the goods.
3. Warehouse Receiving should:
  - a) Record the receipt of goods on the respective Federal or local receiving log. The receiving log captures the following:
    - Purchase Order Number;
    - Vendor;
    - Date Received; and
    - Number of Items received.
  - b) Open cartons/packages (as necessary) to ensure that the ordered units from the Vendor are actually "inside" the carton.
  - c) 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) The employee performing warehouse receiving must 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 will be held liable for not immediately informing the Warehouse Manager of shipping discrepancies.
  - e) 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.
  - f) Record the actual quantity received and any exceptions on the delivery documents. See **MUNIS Training Aids**, pages 6 to 17.
  - g) Scan the signed Bill of Lading and the "checked off" Packing Slip and/or Commercial Invoice.
  - h) 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. See **MUNIS Training Aids**, pages 17-23.



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4. Warehouse Receiving places all received assets into the Warehouse security cage until shipping occurs.

Handling Shipping Discrepancies

5. Warehouse Manager is advised immediately of any shipping discrepancies (i.e. short, over, damaged or shipped in error).
6. The Warehouse Manager documents the discrepancy on the **Warehouse Receiving Exception Log**. The log must include the following information:
  - a. Date of discrepancy
  - b. PO Number
  - c. Vendor Name
  - d. Discrepancy
  - e. Date of Delivery
  - f. Initial Vendor Contact
7. 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
8. The Warehouse Manager immediately emails the vendor contact notifying them of the discrepancy and what is needed for resolution.
9. The Warehouse Manager then calls the vendor contact notifying them of the discrepancy and



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what is needed for resolution as a follow up to the email.

10. The Warehouse Manager documents his contact with the vendor on the **Warehouse Receiving Exception Form** (note: Warehouse Manager will maintain a copy of the vendor Packing Slip and/or Commercial Invoice that shows the discrepancy).
11. 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 in MUNIS.
12. Warehouse Manager will maintain the log and the form in the Warehouse Receiving Exception Binder.
13. Warehouse Manager will make contact (email and phone call) with the vendor every three (3) days until the shipping discrepancy has been resolved.
14. 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.



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Version Control:

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