

FISCAL MANAGEMENT

DEVELOPMENT OF A SYSTEM OF FISCAL MANAGEMENT - RECEIVING GOODS

I. TRUCK LINE SHIPMENT

All shipments made by common carrier motor truck are insured. However, the truck lines have strict rules which MUST BE FOLLOWED TO THE LETTER or claims will be denied without further recourse.

For each shipment delivered, the receiving person will receive a Delivery Receipt or consignee's copy of the freight bill. THIS DOCUMENT IS THE BASIS OF ALL CLAIMS. If the shipment is short (carton, pkg., etc.) or if damage is evident, the receiving person must insist that the DRIVER put notation of the shortage or damage on the Delivery Receipt BEFORE THE RECEIVING PERSON SIGNS accepting the shipment. The receiving person's NOTATION of shortage or damage IS NOT ACCEPTABLE.

SHIPPER will assist the receiving person in filing any claim and will provide documents as needed, but the receiving person SHOULD FILE THE CLAIM and arrange settlement with the carrier. If damaged merchandise is to be replaced it should be re-ordered.

II. PROCEDURES

- A. Shortage noted on Delivery Receipt.
 - 1. Notify the delivering carrier's OS&D clerk of the shortage and request claim forms.
 - 2. The carrier may locate the missing carton or cartons and deliver, but IF NOT RECEIVED IN A WEEK OR TWO, the receiving person should file a claim.
- B. Damage noted on Delivery Receipt and Concealed Damage not noted on Delivery Receipt
 - 1. Notify the delivery carrier's OS&D Clerk of the nature and extent of damage. Request an inspection and request claim forms.
 - 2. Concealed damage not noted on Delivery Receipt but discovered when the items were unpacked MUST BE REPORTED WITHIN 15 DAYS AFTER DELIVERY OR THE CARRIER WILL NOT PAY A CLAIM FOR IT.

3. Hold the damaged items with the carton and packing material for the carrier to inspect. Keep it at the point where delivery was made. If the items are moved, the carrier may use this as an excuse to deny payment of the claim.
4. The carrier's representative will call on the receiving person and prepare a Damage Inspection Report. Read this report to be certain it is complete and accurate before the receiving person signs it and be sure to get a copy of it.
5. DO NOT RETURN DAMAGED MERCHANDISE TO SHIPPER. The carrier will pick it up or give disposition instructions.

C. To File a Claim Against the Delivering Carrier

1. You will need these documents:
 - a. Claim forms - from the delivering carrier
 - b. Bill of Lading - attached to shipper's invoice
 - c. Delivery Receipt
 - d. Copy of Invoice
 - e. Copy of Damage Inspection Report (damage claims only)
 - f. Any other documents, correspondence, etc., pertinent to the support of the receiving persons' claim.
2. File Claim. Send it to the carrier's terminal from which delivery was made or to the Claim Department at the General Offices of the carrier.

III. PARCEL POST SHIPMENTS

Parcel Post shipments from shipper or shipped directly from a supplier may or may not have postal insurance. If not insured, shipper will make proper adjustment (no charge replacement or price adjustment) for the damaged items. If insured, claim will be paid by Post Office.

- A. Check package for postal insurance. (It will be rubber stamped with an insurance number on the outside of the package.)
- B. If insured, report insurance number and extent of damage to the local Post Office. The Post Office will furnish you with claim forms which should be completed and returned to the Post Office. Arrange settlement with the Post Office.

- C. Hold the damaged item with carton and packing material for postal inspection. DO NOT RETURN TO SHIPPER. Post Office will advise disposition.
- D. If the item is insured and claim is filed with POST OFFICE, REORDER damaged items. Shipper will ship and rebill.
- E. If there is no indication of postal insurance, report the extent of damage and adjustment necessary. The damaged items should be held. Shipper may request return. DO NOT RETURN WITHOUT INSTRUCTIONS FROM SHIPPER.
- F. Shipper will advise of the adjustment (no charge for replacement or price adjustment) and disposition of damaged material.
- G. Damage must be reported to shipper within 15 days after delivery.

IV. UNITED PARCEL SERVICE SHIPMENTS

All shipments by United Parcel Service are insured, even though this is not marked on the package. Shipper will make necessary adjustment (no charge for replacement or price adjustment) for the damaged items and will file the claim with the United Parcel Service.

The shipper only can file claim against United Parcel Service.

- A. Report the extent of damage and adjustment necessary to the shipper within 15 days after delivery. Shipper will notify United Parcel Service.
- B. Hold the damaged item with carton and packing material for inspection or return. United Parcel Service may make inspection on the school's premises or pick up for return.
- C. DO NOT RETURN SHIPMENT WITHOUT INSTRUCTIONS FROM SHIPPER.
- D. SHIPPER WILL ADVISE what adjustment will be made.

NOTE:

Notify the Board of Education's Accounting Department, in writing, when a claim is filed. This can be done by sending a

copy of the claim to alert the Accounting Department of the current status of the account.

Policy Reviewed: June 9, 2014

Policy Revised: January 31, 1994

Policy Adopted: April 2, 1976

OHIO COUNTY BOARD OF EDUCATION