

# Myrtle Point School District 41

Code: **DJ-AR**  
Adopted: 5/10/04  
Orig. Code(s): DJ-AR

## **Deliveries of Purchases**

When merchandise is received, the individual who placed the order, or designated office personnel, shall inspect the merchandise to be sure all items listed on the packing slip were received and are in good condition. The date received and problem conditions, if any, shall be noted on the packing slip.

The packing slip shall be forwarded to the fiscal manager. Capital outlay items will be placed on district inventory.