



MEMO

Date October 13, 2008

From John Wilson
Department Operational Services

To FIT Community

Subject Personal Packages and Merchandise without a Purchase Order (PO)

On numerous occasions we have noticed that personal packages and merchandise without a purchase order are being shipped to FIT. Personal packages will not be accepted at the Receiving Dock. The item(s) will be returned to the sender.

The College policy regarding merchandise without a purchase order according to Section III of the Purchasing Policies and Procedures Manual is the following:

“Individuals may not pre-commit college funds with Vendors without a PO. The College will NOT accept and pay invoices supporting any goods or services ordered without an authorized Purchase Order (PO). As a matter of College Policy, Vendors are cautioned against making a delivery or performing a service for the College without having an authorized Purchase Order (PO). Unless a Purchase Order is issued, no contract exists between the Vendor and the College.”

If a purchase order does not appear with the merchandise, a search will be made of the package to find the purchase order. Once the search is completed, and it is determined that no purchase order was issued, the merchandise will be rejected.

Donations (e.g. fabrics, complimentary books, etc.) are the only items that will be accepted without a purchase order. If your department will be accepting donations, please notify Receiving in writing with the name of the Donor/Vendor and the arrival date.

If you have any questions, please call Operational Services, 7-4200.

M:\My Documents\PersonalPkgs.doc