**Process for Receiving New Books**

* It is expected that all orders will be checked in within 10 days of receipt.
* Contents must match packing list and purchase order attachments. Actual items received (by visual verification) must be circled on the original packing list and by the purchase order attachment.
* Substitutions must be noted and initialed by library media specialist to authorize correct payment. Notations must be made on both packing list and the attachment.
* If the order is not complete due to discrepancies, it will be the responsibility of each library media specialist to coordinate with the vendor to resolve discrepancies. Notate all discussions with vendor on “Return Discrepancy Form” (available on the Library Staff Website). A copy of this must be submitted along with the receiver copy to the office manager I.e.: contact, item number, and purchase order number.
* If a return of merchandise is needed, the library media specialist will fill out a property transfer form and submit it electronically to have the items picked up and returned to the vendor. Include a copy of Return/Discrepancy Form, the purchase order and packing slip in the box and bring to the office for pick up. Material management will pick up items to be returned on the next scheduled delivery and send back to vendor.
* The purchase order is open which means you may get multiple deliveries for one purchase order. Process each delivery as it comes in. Once you have received what is on the packing slip, sign your name and date at the bottom of the packing slip and turn in to the office manager. Make sure you keep copies of all paperwork for your files.