



COLLEGE OF  
VETERINARY MEDICINE

Subject:

**Procedures for Receiving Supplies,  
Equipment, and Drugs**

## College of Veterinary Medicine Policies and Procedures

Section: Business Office  
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Cross Reference:

### **Procedures for Receiving Supplies, Equipment and Drugs**

All orders for CVM are to be delivered to the CVM Purchasing Office for receiving. Deliveries are accepted from MSU Central Receiving, UPS, Fed Ex, US Mail, and direct from vendors.

CVM Purchasing personnel will compare items ordered on purchase requests with items received and will initiate action to correct any discrepancies noted. When checked in, the materials will be delivered to the person who ordered them.

An approval form must be completed for each equipment item costing \$1000 or more. The approval form is issued to the person directly involved with that piece of equipment. After proper examination of the equipment, the approval form is completed and forwarded to the Supervisor of the Purchasing Office who completes the inventory process. The approval form represents authorization for payment of the purchase order.

APPROVED: Kent H. Hoblet 9/16/2021  
Kent H. Hoblet, Dean Date