

Business Procedures  
Series 800

Policy Title: Receiving Goods and Services Code No. 810

**Policy Statement**

Heartland AEA segregates duties for the purchase and receipt of goods and services.

**Scope of Policy**

This policy applies to all goods and services purchased by Heartland AEA.

**Accountability Overview**

- Goods and services purchased by employees of Heartland AEA may only be received and/or inventoried at an agency office by personnel who have knowledge of the items procured but did not initiate the order.
- Receipt of goods and services are documented in the Agency's financial system.
- The chief administrator or designee may allow exceptions where application of the policy is impractical.

Date of Adoption: 12/8/92

Reviewed: 9/8/98, 8/05, 4/13/21

Amended: 5/13/14, 3/14/17