



BRIDGE CONSTRUCTION MEMO 13-5.0
SECTION 13-EQUIPMENT, SERVICES AND
SUPPLIES

January 13, 1986

Page 1 of 4

Receiving Record

Receiving Records, Form DAS-FM-1226A, are used to acknowledge receipt of supplies, equipment and services obtained from commercial sources. An example of a Receiving Record prepared for this purpose is shown on Attachment #1 of this Bridge Construction Memo.

Receiving Records are also used to acknowledge receipt of equipment obtained from storage or by transfer from another Structure employee. An example of this use is shown on Attachment #1 of this Bridge Construction Memo.

Note that the circled numbers preceding the instructions in this section refer to corresponding entries on the example.

- ①. Enter the vendor's name exactly as shown on the purchase order, service contract or invoice.
- ②. Enter name of person who made actual count and inspection of items received.
- ③. Enter name (not just initials) of Structure Representative.
- ④. Enter name of person preparing the receiving record.
- ⑤. Enter date receiving record is prepared.
- ⑥. Enter date supplies, equipment or services were received.
- ⑦. Leave blank. These spaces will be completed in headquarters.
- ⑧. Enter location at which delivery was made.
- ⑨. Enter name of carrier or method of shipment.
- ⑩. Indicate how the shipment was checked.
- ⑪. Check applicable box and give explanation if necessary.
- ⑫. Enter number of service contract or purchase order, if applicable, covering the transaction.
- ⑬. Entries are made in this section only when there is apparent loss, damage or theft or when a copy of the freight bill on freight collect shipments is not available for attaching to receiving record.
- ⑭. Fully describe articles or services received, but do not show items as received if they are back ordered. The equipment description must be complete enough to enable the Accounting Office to properly classify and code the transaction. An explanation (in the

body of the form) of the need of unusual articles or services will forestall questions regarding the propriety of the purchase. Attach delivery slips or show invoice number.

- ⑮ Enter the proper cost distribution codes.
- ⑯ Enter the amount chargeable to each object. If the amount cannot be readily determined because of possible discounts, etc., leave the amount column blank. It will be taken care of by accounting personnel in headquarters.
- ⑰ For lateral transfer, enter name of office or Structure Representative from whom equipment is received.
- ⑱ Indicate who checked or received the equipment.
- ⑲ Enter name of Structure Representative.
- ⑳ Enter date received.
- ㉑ Describe equipment received. Give CHC and/or serial number of equipment.

Distribution

When used to acknowledge receipt of non-expendable equipment obtained from the Office of Structure Construction or of lateral transfer from other Structure personnel, prepare an original and three copies. Send the original to the Sacramento Office of Structure Construction. Send one copy to the person from whom the equipment was received, one copy to Bridge Construction Engineer, and retain one copy for the job files. If the equipment was supplied by the Sacramento Office of Structure Construction, omit the copy for the person from whom the equipment was received.

