

#### IV. INSPECTING, TESTING AND RECEIVING

It is the responsibility of each County department to see that all purchased items conform to the quantity, quality and specifications of the order.

After delivery of the merchandise to the requesting department, the department must determine whether the goods are acceptable. If they are, the invoice is approved and signed by the department. If they are not, the receiving department must immediately notify the vendor of the reasons why the merchandise is not acceptable. The receiving department will then compel replacement, cancel the order or take other appropriate action to obtain correct merchandise.

The Purchasing, Engineering, Maintenance, Data Processing or Fleet Maintenance Departments may assist other County departments in making arrangements to use outside testing laboratories.