- Obtain a copy of the delivery ticket, bill of lading, or other such delivery document from the person making the delivery. 19 O.S. § 1505(E)(4)
- Prepare a list of the items.
- Obtain the signature of the person making the delivery, if possible, and the type of delivery, such as UPS, US Postal Service, or other types.
- Note the delivery date and time of the delivery.
- Prepare SA&I Form No. 4030, *Receiving Report*, in quadruplicate, which indicates the quantity and quality of the goods received and lists the items that are back ordered and their estimated date of delivery. 19 O.S. § 1505(D)(5)
- File the original *Receiving Report* and a copy. 19 O.S. § 1505(E)(6)
- Forward a copy of the *Receiving Report* and the original copy of the *Requisition-Purchase Order-Claim* to the Purchasing Agent. 19 O.S. §1505(D)(4)

  19 O.S. §1505(E)(6)(a)
- Forward a copy of the *Receiving Report* with the delivery documents to the County Clerk.
- Maintain a record of all supplies, materials and equipment received, disbursed, stored, and consumed by the department. 19 O.S. § 1504(A)

  19 O.S. § 1505(G)

  Normally, one of the receiving officers is designated as the department inventory officer and is specifically assigned this duty.