


VALLEJO FIRE DEPARTMENT MANUAL OF OPERATIONS

	Subject:		S.O.G # 1.1.11	
	Receipt of Materials or Supplies		Page 1 of 2	
	Volume:	Chapter:	Section:	
	1	1	11	
	Approved By:		Date Issued:	Revision Date:
Fire Chief Robertson		12/1/10		
Attachments:	Resources/Cross Reference:			
Purpose: To ensure proper receipt of all materials and/or supplies.				

Procedure:

- A. When materials and/or supplies are received at Fire Department facilities, and are addressed to a specific employee, the following is to occur:
 - 1. The package shall be forwarded to the employee to whom it is addressed.
 - 2. Addressee shall;
 - a. Remove packing slip from outside of box.
 - b. Verify packing slip against contents of package.
 - c. Sign and date packing slip.
 - d. If possible, copy packing slip and place copy in original package
 - e. Place original slip in out box for forwarding to Administration.

- B. When materials and/or supplies are received at Fire Department facilities, and are not addressed to a specific employee, the following is to occur:
 - 1. Receiver shall advise Duty Chief of receipt and shall request direction as to disposition of package.
 - 2. Employee assigned to open package shall:

VALLEJO FIRE DEPARTMENT MANUAL OF OPERATIONS

Subject:		S.O.G # 1.1.11
Receipt of Materials or Supplies		Page 2 of 2
Volume: 1	Chapter: 1	Section: 11

Procedure:

- a. Remove packing slip from outside of box.
 - b. Verify packing slip against contents of package.
 - c. Sign and date packing slip.
 - d. If possible, copy packing slip and place copy in original package.
 - e. Place original slip in out box for forwarding to Administration.
- C. If discrepancies are noted between packing slip and contents, or if materials and/or supplies are damaged, note such on packing slip.