

**AGENCY RESPONSIBILITIES (Revised 9/91)**

**3510.2**

**Issuance of a purchase order by the Office of Procurement, Department of General Services is only one part of the buying process. The agency for whom the merchandise is purchased also has important functions to perform in this process. Following are some of the responsibilities of receiving personnel:**

- 1. Receiving clerk must have a copy of order document to answer these questions:**
  - a. Is delivery significantly late, unsatisfactory, or incomplete?**
  - b. Does the item comply with the specifications and packaging requirements?**
  - c. Are any inspection stamps or special labeling required and are they in evidence?**
  - d. Has the shipment been inspected by the most qualified person available?**
  - e. Have all the terms listed on the Purchase Order been met?**
- 2. Maintain copies of Purchase Orders on file when contractors have responsibilities into future fiscal years.**
- 3. Quality problems and questions should be directed to the Quality Control Section. See SAM Section 3510.3.**
- 4. Purchasing problems and questions should be directed to the Buyer whose name and phone number appear on every Contract and Purchase Order issued by the Office of Procurement.**