

Distribution	SUBJECT	Date
	DELIVERY TICKETS	09-01-2014

PURPOSE: To outline the procedure for handling delivery tickets on the job site.

PROCEDURE:

1. Delivery tickets shall accompany each delivery of material to the site. No shipment shall be received by the Project Manager or Superintendent without a delivery ticket.
2. The Project Manager or Superintendent shall examine each delivery ticket to insure that it:
 - a. Corresponds to the actual material being delivered in both quantity and quality.
 - b. Contains the amount or material ordered on the PO or the FPO.
 - c. Contains a PO or FPO number.
3. Delivery tickets shall be filed in chronological order on a clipboard. When an invoice is received, it will be the Project Manager's responsibility to compare it to the delivery ticket to insure accuracy of the invoice.
4. Retain all delivery tickets until the end of the job.