

HANDOVER POLICY

Policy #	AD-501	Revision #	02
Accessibility level	R	Effective date	Jan 20, 2021

1. Purpose

This policy sets the rules for the handover of delivered assets, supplies, services and works.

2. Definitions

N.A.

3. Policy

- 3.1. All delivered supplies, materials and equipment must be accompanied by a valid supplier invoice and are received by the warehouse officer.
- 3.2. Service contracts invoices must be signed and approved by the head of the party recipient of the service and by the director of procurement. The head of the party recipient of the service shall submit a report to the Central Procurement Committee detailing the quality of the provided service and a recommendation for service contract renewal or cancellation.
- 3.3. Delivered assets and supplies are handed over using a Handover Report according to the following:
 - A. Office supplies and materials: Receipt and handover are made by the warehouse keeper.
 - B. Equipment, software and systems: Receipt is made by the warehouse keeper. Handover is made by a handover committee formed by the Central Procurement Committee, consisting of at least 3 members, whose membership includes representatives of the requesting party, a committee member and the Director of Procurement.
 - C. Works performed by contractors: Handover is made by a committee formed by the Central Procurement Committee, consisting of at least 3 members, whose membership includes the representatives of the requesting party, the committee and the Director of Facilities. The committee may include specialists from outside the university.
- 3.4. In case of the delivered assets, supplies, services or works are not in compliance with the specifications and conditions, they are rejected and handover is declined. In this case, the Director of Procurement notifies the contractor of the decision and the contractor has the right to object to the decision within seven calendar days of the notification date.
- 3.5. Before the handover process is complete, assets and supplies delivered to the university are considered as deposited trusts until the handover process takes place. Assets and supplies that are delivered to the university warehouse and denied handover due to violation of the specifications and conditions are also considered as trusts.
- 3.6. Trusts shall not be used by any of the university employees or affiliates. Disciplinary actions will be imposed for any violation of this principle including the violator compensating the University for any loss or damage resulting from such violation.

4. Related Documents:

- 4.1. Warehouse Receipt from Supplier Form (AD-501-F1)
- 4.2. Handover Report Form (AD-501-F2)