

The Central Receiving Service

Section 5:4 Revised 01/01/2001

Since most buildings on the campus are not accessible by common carrier vehicles, the University maintains the Central Receiving facility. When a Purchase Order is issued to a vendor by the Purchasing Department, shipping instructions are given on the order. Common carriers generally deliver the materials to Central Receiving located at the University Warehouse on campus.

Receiving personnel accept the shipments, inspect for visible damage, note number of shipping cartons received, delivery point, Purchase Order number, etc., and prepare for delivery to departments.

Delivery from Central Receiving to the requesting department is made by University vehicles and employees. Deliveries are made to the appropriate departmental receiving areas for acceptance by designated departmental personnel. It should not be necessary to delay delivery personnel by inspecting contents of shipments; however, the number of shipping cartons should be verified. Should discrepancies or damage to contents be found, report same to the Purchasing Department within forty-eight hours after delivery to the department. If damage is discovered, all packing materials and the shipping cartons should be retained until an inspection report is received from the shipper and instructions are obtained as to the disposition of the damaged material and the shipping carton and packing. The Purchasing Department will handle correspondence with the carrier and/or vendor concerning credit for or replacement of the damaged merchandise.

Departments desiring installation or assembly of any item should request this service using the Physical Plant Work Request Form.

Most deliveries through priority freight handlers (UPS, Fed-Ex, etc) are sent directly to the using department. Department personnel should sign the carriers delivery sheets, noting any visible damage. As mentioned above the shipment should be thoroughly inspected and any problems reported to purchasing within 48 hours. The pink receiving report copy of the purchase order or a departmental receiving report should be processed promptly.

Materials which are delivered directly by vendors should be opened and inspected as soon as possible for compliance with the Purchase Order as well as for concealed damage. Any discrepancies in the shipment should be reported to the Purchasing Department. The departmental receiving report should also be processed promptly.

Central Receiving also serves as the shipping agency for the University. A department desiring to make shipments by common carrier should make its request on the appropriate form and forward same to the Purchasing office. Central Receiving will pick up all items being shipped or instruct the department on how to obtain the desired service.