

## Central Receiving

**Original Implementation:** Unpublished

**Last Revision:** January 31, 2017

All supplies and equipment purchased for the university are to be delivered through central receiving to ensure uniform handling of freight claims, accurate entry of receiving information, and necessary elements of institutional control. The following purchases are excluded from this requirement.

1. items being delivered under delegated purchase authority to the library, Stone Fort Museum, or departments using p-cards or rush orders
2. items that require installation by the contractor
3. items specifically authorized by the Department of Procurement and Property Services

It is the responsibility of the department taking receipt of goods or services to immediately complete a Receiving Form for Purchase Orders online for all deliveries of goods or services. See the purchase order receiving manual for detailed instructions for receiving purchase orders. Timely entry of receiving information is essential to avoid late payment penalties, and to effectively handle freight claims, shortages, or discrepancies.

### Delivery of Vehicles

All vehicles delivered to central receiving will be checked for meeting specifications, tagged by the property manager, and delivered to the transportation manager for identification as a state vehicle and recording state vehicle fleet management plan information.

### Delivery of Other Goods

Upon receipt of goods, central receiving will:

1. count and examine all cartons for visible damage, create a receiver document and delivery log in the university's financial system, and note any discrepancies on the bill of lading;
2. deliver all packages, boxes, crates, etc., (except those requiring property tagging, special equipment or manpower for moving) within 24-48 hours to the requisitioning department; and
3. handle the filing of claims with the freight company for any freight damages or shortages.

Upon receipt of goods from central receiving, the department will:

1. check contents of shipment against original purchase order and complete a **Receiving Form for Purchase Orders** online; and
2. notify central receiving immediately of any damages or shortages that could not be identified by central receiving.

Upon receipt of goods or services directly from the vendor, the department will:

1. count and examine all cartons for visible damage and note any discrepancies on the bill of lading;
2. check contents of shipment against original purchase order and complete a **Receiving Form for Purchase Orders** online; and
3. notify central receiving immediately of any damages or shortages.

Failure to promptly complete a Receiving Form for Purchase Orders online or notify central receiving of damages or shortages may result in 1) the inability to return goods, 2) higher restocking fees, or 3) payment for the goods or services and a liability for late payment penalties. The payment of any such penalties will be made from the account(s) that funded the original purchase.

### **Outgoing Freight**

Outgoing freight may be dispatched through central receiving to ensure proper documentation, packing, and labeling. Clear indication of shipment value should always be made on the package or on the accompanying documentation. A special notation should be made when insurance is desired. Contact central receiving for additional instructions or assistance in handling outgoing freight.

**Cross Reference:** Purchase Order Receiving Manual

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Director of Procurement and Property Services/HUB Coordinator

**Forms:** **Receiving Form for Purchase Orders**

**Board Committee Assignment:** Finance and Audit