

STEPHEN F. AUSTIN

STATE UNIVERSITY

Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Central Receiving

**Policy Number:** 17.2

**Is this policy new, being reviewed/revised, or deleted?** Review/Revise

**Date of last revision, if applicable:** 1/28/2020

**Unit(s) Responsible for Policy Implementation:** Vice President for Finance and Administration

**Purpose of Policy (what does it do):** This policy establishes guidelines and responsibilities when receiving supplies and equipment purchased for the university.

**Reason for the addition, revision, or deletion (check all that apply):**

Scheduled Review       Change in law       Response to audit finding

Internal Review       Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:** N/A

**Specific rationale for each substantive revision:** Minor revisions.

**Specific rationale for deletion of policy:** N/A

*Additional Comments:*

Reviewers:

John Branch, Physical Plant Interim Director

Kay Johnson, Executive Director of Finance and Administrative Services

Judi Kruwell, Associate Vice President for Finance and Administration

Gina Oglesbee, Vice President for Finance and Administration

Damon Derrick, General Counsel

# Central Receiving

**Original Implementation:** Unpublished

**Last Revision:** January 30~~28~~, 2023~~0~~

## Purpose

This policy establishes guidelines and responsibilities when receiving supplies and equipment purchased for the university.

## General

All supplies and equipment purchased for the university are to be delivered through eCentral 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 *Steen* Library, Stone Fort Museum, or departments using p-cards or rush orders;
2. items that require installation by the contractor or vendor; and
3. items specifically authorized by ~~the Department of Procurement and Business 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 purchased through a purchase order. 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.

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

## Delivery of Vehicles

All vehicles must be delivered to ~~g~~*Grounds and Transportation* ~~central receiving~~ to verify that specifications have been met, ~~and to completion of~~ required documentation, ~~and tagging~~ ~~ging~~ by the property manager. ~~Vehicles will be delivered to the transportation manager for identification as a state vehicle and recording state vehicle fleet management plan information.~~

## **Delivery of Other Goods**

Other goods delivered to Central Receiving will be examined for damages to packaging and shipment the contents of the shipment compared against the purchase order. Packaging Damages or discrepancies will be noted on the bill of lading. Central Receiving will assist with handle the filing of claims with the freight company for any freight damages or quantity discrepancies. Central Receiving will create a receiver document and delivery log in the university's financial system, create a delivery log, and schedule delivery to the requisitioning department, with the exception of computers which will be delivered to the appropriate tech shop for deployment.

Other goods delivered to the requisitioning department will be examined for damages and the contents of the shipment compared against the purchase order or procurement card (p-card) receipt. Damages or discrepancies should be reported immediately to the vendor central receiving for claims processing.

## **Outgoing Freight**

Outgoing freight may be dispatched through eCentral 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 eCentral 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:** Executive Director of Finance and Administrative Services, Physical Plant Director ~~Director of Procurement and Property Services/HUB Coordinator~~

**Forms:** Receiving Form for Purchase Orders

**Board Committee Assignment:** Finance and Audit Committee

**Revision History:** January 28, 2020  
January 31, 2017  
January 28, 2014  
January 25, 2011