

Policy No. 508

Area: Business Services

Adopted: September 18, 1998

Revisions Adopted: June 9, 2016

*Original signature is on file in
Administration & Finance*

Certified by _____
Dr. Cynthia Jackson-Hammond
University President

SUBJECT: Receiving/Logistics

The Logistics Department is responsible for receiving goods purchased by the University. In addition, it is the responsibility of Logistics to notify the Purchasing Department of any discrepancies.

1. Upon receiving a package, the receiving clerk will inspect it to make sure it is intended for the University. If it is, the clerk will accept the package and process it for delivery to the appropriate department.
2. **Return Procedure:** After each package is received, the package is checked for accuracy. If it is determined that the order is inaccurate, the Purchasing Office will be contacted and the appropriate steps will be taken.
3. **Special Deliveries:** Special deliveries such as technical equipment, bulk loads, large items or furniture and equipment that needs installation requires advance notice. This communication is to be initiated by end-user or the Purchasing Department. Logistics should be notified prior to delivery to insure that proper receiving procedures are followed. Upon delivery, the goods are inspected to insure the proper quantity and parts have arrived in good condition. The Purchasing Department directs all goods to be accepted at Logistics with the exception of pharmaceutical items which are delivered directly to the Health Center.
4. **Pharmaceutical Items:** All pharmaceuticals labeled with a DEA number will be delivered directly to the Student Health Center. A trained health care professional will unpack and receive the items.