**FACILITIES, PLANNING & ENVIRONMENTAL SAFETY**

**CENTRAL RECEIVING**

**PACKAGE RECEIPT PROCEDURE 4903.04**

**POLICY**

To provide a comprehensive method for package receipt, accurate verifiable delivery to recipient and confirmation of correct contents when a purchase order is indicated.

# PROCEDURES

* As packages are received at Central Receiving, they are entered into the Neopost Package Tracking System which assigns a tracking number and barcode to each package.
* If the package is addressed to a staff member or department and does not show a PO #, the package is delivered to that person or department with a signature required for delivery.
* If the package label contains a PO#, the package is opened and contents are verified against the packing slip. A Goods Receipt is created against the PO in the SAP system and then the package is delivered.
* Receipts under 10 boxes or under 50 lbs. are delivered by Central Receiving staff. For deliveries over 10 boxes or over 50 lbs., the Labor and Grounds Crew are contacted for delivery.
* If a package is damaged upon receipt, it is noted on the bill of lading and the package is delivered. It is the recipient's responsibility for any claims against the shipper or delivery company.
* As invoices are received by Accounts Payable, they are verified in the SAP system for Goods Received. If there is no record of receipt, an e-mail is sent to Central Receiving with the PO number(s) in question. Central Receiving contacts the intended recipient to see if the materials have been received. If yes, then a Goods Receipt is created. If no, the information is held pending receipt of goods.
* If a package is delivered with no name or contact info, the package is opened and researched to try to determine recipient.

# SANCTIONS

Employees not following this procedure or knowingly submitting incorrect information shall be subject to disciplinary procedures outlined within University Guidelines.

# RESPONSIBILITY FOR IMPLEMENTATION

The Director of Facilities is responsible for implementation of this policy.

# SCOPE OF POLICY COVERAGE

This policy applies to all Central Receiving staff and/or any individual receiving packages for delivery.