# FACILITIES, PLANNING & ENVIRONMENTAL SAFETY

**CENTRAL RECEIVING**

# SHIPPING PROCEDURE 4903.05

**POLICY**

To provide a comprehensive method for shipment of University packages in a timely manner insuring proper delivery information and accurate billing.

# PROCEDURES

* Departments wishing to ship packages via UPS or common carrier must send the packages to Central Receiving. If shipping UPS, a "UPS Outgoing Shipment Form" must be completed in its entirety. If shipping common carrier, all packages being shipped must have the following:
  + Complete street address of addressee
  + Complete return address including Fund Center
  + Notification of value of shipment (for insurance purposes)
  + Desired delivery time (overnight, ground, etc.)
* It is the discretion of the Central Receiving staff to determine the shipment method of a large quantity in order to achieve the lowest shipping costs.
* Central Receiving will inspect each package to be shipped for proper packaging/sealing and correct if possible. Shipper may be contacted for re-packaging if necessary.
* UPS shipments will be processed and a record of shipment will be printed and maintained by the Central Receiving staff. These records will then be used for reconciliation of UPS invoices each month.
* Common carrier shipments will be awarded via lowest bids from at least 3 carriers. Central Receiving will complete a Bill of Lading and schedule a pick up. The department making the shipment must provide a Fund Center or credit card for payment when invoice is received.

# SANCTIONS

Employees not following this procedure or knowing 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.