

<b>Policies of the University of North Texas</b>	Chapter 10
<b>10.047 Central Receiving</b>	<b>Fiscal Management</b>

**Policy Statement.** The primary purpose of Central Receiving is to coordinate the function of receiving and delivering merchandise purchased by the University through the purchase order system. All merchandise delivered to Central Receiving is subjected to count and examination to determine if correct quantities have been received as indicated on the purchase order, and to determine if there has been damage in transit.

**Application of Policy.** All University

**Definitions.** None

**Procedures and Responsibilities.**

1.0 Organization:

- i. Organizationally, Property Management is a unit of the Controller's Office
- ii. Property Management, (which includes Property & Inventory Control, Central Receiving, and Surplus)
- iii. The Property Management Division is charged with the responsibility of managing the Central Receiving function for the University of North Texas.

The Central Receiving Supervisor provides daily supervision of Central Receiving Section, under the direction of the Property Manager.

2.0 Receipt and Inspection of Goods By Central Receiving:

The primary purpose of Central Receiving is to coordinate the function of receiving and delivering merchandise purchased by the University through the purchase order system.

All merchandise delivered to Central Receiving is subjected to count and examination to determine if correct quantities have been received as indicated on the purchase order, and to determine if there has been damage in transit.

Extremely large shipments should be coordinated through Central Receiving by the ordering department and the freight company to assure prompt and efficient unloading of materials at the proper delivery point. Proper inspection and completion of the receiving process will be conducted at the delivery point.

All damages and/or discrepancies must be noted on the freight bill and signed and dated by the freight driver. Central Receiving will initiate the necessary inspection reports.

ALL incoming shipments are to be made to Central Receiving. The only exceptions:

- i. books and periodicals for the library;
- ii. purchasing card purchases initiated by the department;
- iii. departmental periodicals (subscriptions);
- iv. food supplies for dining service;
- v. laundry and dry cleaning;
- vi. equipment to be picked up for repair and returned to the original location by vendor; or
- vii. equipment requiring installation by the vendor (the deptid or projid holder should notify the Central Receiving section of Property Management in writing; upon completion of the installation so the order can be marked completed. Large shipments are work-ordered through Facilities' work crew).

### 3.0 Delivery to Departments by Central Receiving:

At the time of delivery a signature of the deptid or projid holder or a designated alternate is obtained on the receiving report. The ordering department has forty-eight(48) hours to examine the shipment and notify in writing Central Receiving and Property Management of any discrepancies. The receiving report is entered into the electronic purchasing system, for use in the payment processing and research functions of the University.

Deliveries of merchandise should be made at the location specified on the purchase order. The department must then contact Central Receiving and advise if the order is complete, or any other information pertinent to the Receiving Report.

Problems or discrepancies in freight that has been determined to be the ordering department's responsibility to inspect, must be reported to the Property Management in writing within 48 hours. Any concealed damage must be reported to the delivering carrier in writing within 10 days of delivery.

### 4.0 Use of Central Receiving Dock:

The Central Receiving dock is a dedicated freight receiving and staging area only. Designated freight will be received, inspected and staged for delivery. Large truckload shipments should be scheduled by the ordering department through the vendor, the freight carrier, and Central Receiving. These scheduled deliveries should allow for at least a 48 hour notification.

Goods received at the Central Receiving dock must be promptly moved to the appropriate department or storage area to ensure safety of both staff and merchandise. Unless Property Management administrative approval has been granted, items should be removed from the dock within 72 hours of receipt on campus.

5.0 Ordering Department's Receivers:

The department is responsible for determining accuracy of items received, if any damage is present, or count discrepancies. The department must notify the Property Management Central Receiving Section of any damage or discrepancies within 48 hours-of receipt. Any concealed damage must be reported to the delivering carrier in writing within 10 days of delivery.

6.0 Freight Collect Shipments:

The University does not endorse "freight collect." All freight should be included in the quoted materials price or prepaid and added to the invoice. Any exceptions should be approved by the BSC Section prior to shipping.

7.0 Damaged Goods:

If merchandise is damaged the ordering department must notify the Property Management Central Receiving Section within 48 hours of receipt.

Return of Merchandise:

Contact Central Receiving for assistance in returning merchandise. See Policy 10.016

8.0 Merchandise Returned for Repair:

Central Receiving must be notified of any merchandise which is sent to a vendor for repair. If the item being repaired is an asset or controlled, the information must be properly recorded and tracked in the EIS system for proper asset management.

Responsible Party: Property Management – Central Receiving

**References and Cross-references.**

UNT Policy 10.016, General Payment Information

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