



Policy Chapter: Chapter 10 Fiscal Management

Policy Number and Title: 10.047 Central Receiving

I. 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.

II. Application of Policy

All University

III. Policy Definitions

None

IV. Policy Responsibilities

A. Coordination

All incoming shipments of capital/controlled assets should be sent to Central Receiving. The only exceptions are:

1. books and periodicals for the libraries;
2. purchasing card purchases initiated by the department;
3. departmental periodicals (subscriptions);
4. food supplies;
5. laundry and dry cleaning;
6. construction materials purchased by outside contractors;
7. personal items for faculty, staff, or students;
8. equipment to be picked up for repair and returned to the original location by vendor; and
9. Equipment requiring installation by the vendor.

Oversized 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.

B. Receipt and Inspection of Goods by Central Receiving

Central Receiving conducts an external inspection, reserves the right to open any shipments, and completes the receiving process at the delivery point. Central Receiving counts and examines all merchandise upon delivery to determine if correct quantities have been received as indicated on the purchase order and to determine if there has been damage in transit. Central Receiving will initiate the necessary inspection reports.

C. Damages and Discrepancies

All damages and/or discrepancies discovered by Central Receiving must be noted on the freight bill and signed and dated by the freight driver.

The ordering department is responsible for determining accuracy of items received, damage present, or count discrepancies.

D. Delivery to Departments by Central Receiving

At the time of delivery to the department location designated on the PO, Central Receiving will obtain a signature of the properly designated department party. This is necessary for use in the payment processing and research functions of the University.

Central Receiving will make deliveries of merchandise to the location specified on the purchase order. The department must then contact Central Receiving and advise if the order is incomplete.

E. Use of Central Receiving Dock

The Central Receiving dock is a dedicated freight receiving and staging area only. Central Receiving will receive, inspect, and stage designated freight for delivery. Large truckload shipments are required to be scheduled by the ordering department through the vendor, the freight carrier, and Central Receiving. The ordering department must provide at least a 48-hour notice before delivery.

F. Relocation and Storage of Goods

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 Asset Management administrative approval has been granted, items will be removed from the dock within 72 hours of receipt on campus as determined by Asset Management.

G. Freight Collect Shipments

The University does not permit shipping “freight collect” without prior approval. All freight is required to be included in the quoted materials price or prepaid and added to the invoice. Any exceptions must be approved by the Business Service Center prior to shipping.

H. Return of Merchandise

Contact Central Receiving for assistance in returning merchandise.

I. Merchandise Returned for Repair

Central Receiving must be notified by the originating department 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.

V. References and Cross-References

[UNT Policy 10.048, Asset Management](#)

VI. Revision History

Policy Contact:	Assistant Director of Asset Management
Approved Date:	09/01/1996
Effective Date:	05/23/2012
Revisions:	08/1999, 05/2001, 11/2005, 05/2012, 04/05/2022