

STOCKTON UNIVERSITY



PROCEDURE

Receiving of Materials for the University

Procedure Administrator: Senior Vice President for Facilities and Operations

Authority: N.J.S.A. 18A:64-8

Effective Date: September 12, 1974; February 12, 1975; October 1, 2009; April 1, 2022

Index Cross-References: Policy VI-63: Fixed Asset Policy

Procedure File Number: 6621

Approved By: Dr. Harvey Kesselman, President

I. PURPOSE:

To describe the procedure and responsibilities for shipping and receiving of materials at the University.

II. PROCEDURE:

- A. Shipping and Receiving. The University has adopted a central shipping and receiving operation to improve efficiency and inventory control. If the central shipping and receiving process is impractical (e.g., delivery of heavy equipment), or the Shipping and Receiving Department has authorized direct delivery, the delivery will be made directly to the requisitioning department.
- B. Receiving Documents. The basic forms used in the receiving process are as follows:
 1. Agency Purchase Order
 2. Receiving & Delivery tracking software
 3. Bill of Lading
 4. Packing Slip
- C. Receipt of Material by Shipping and Receiving Department Personnel. At the time the material is received, the following entries will be made in the Receiving & Delivery tracking software: Date received, name of vendor, purchase order number, name of carrier, tracking number, carton count, and name of employee who accepted the shipment for the Shipping and Receiving Department. Shipping and Receiving Department personnel are responsible for preliminary inspection of material(s), carefully noting on carrier's receipt any visually apparent damage.
- D. Delivery of Materials to Requisitioning Department. The Shipping and Receiving Department is responsible for delivering shipments to the various departments within twenty-four (24) hours after receipt. If, for any reason, this is not possible, the requisitioning department will be notified that its shipment has been received and a mutually agreeable date established for delivery to the department.
- E. Acceptance of Shipment by Requisitioning Department. A representative of the

