



GENERAL CENTRAL WAREHOUSE POLICY AND PROCEDURES

Policy Title: General Central Warehouse Policy and Procedures

Policy Type: Administrative

Policy Number: 43-05 (2014)

Approved: 05/01/2015

Responsible Office: Central Warehouse

Responsible Executive: Vice President for Finance and Administration

Applies to: University Community

POLICY STATEMENT

The University has established policies governing the operation of the Central Warehouse.

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DEFINITIONS

None

CONTACT(S)

The Central Warehouse officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to the Central Warehouse.

STAKEHOLDER(S)

University Community

CENTRAL WAREHOUSE POLICY CONTENTS

The Central Warehouse serves as the University's central point for vendor deliveries, shipping of goods, inventory stock processing and control, supply-order filling and billings, inventory maintenance, and disposal of surplus property. Space has been allotted to provide temporary storage for student packages and goods in route to students and University departments. University departments may also receive direct shipments. Goods received by the warehouse must be accepted by University departments within a reasonable time frame. Goods not accepted by user departments within a reasonable time frame, after written notice by the Central Warehouse Manager, may be transferred to other University departments or disposed of in accordance with University policy.

PUBLICATION

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Central Warehouse will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the related webpages; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 03/14/2021
- Approval by, date: President, 05/01/2015
- Revision History: 07/01/2014, 07/01/1995, 05/31/2015, 06/16/2016; 02/08/2017; 03/14/2018
- Supersedes: Central Warehouse Policy and Procedures No. 1

RELATED DOCUMENTS

There are no documents associated with this policy.

FORMS

There are no forms associated with this policy.