

**Policy Title:** Receiving Reports

**Policy Type:** Administrative

**Policy Number:** 43-07 (2014)

**Approved:** 04/15/2015

**Responsible Office:** Central Warehouse

**Responsible Executive:** Vice President for Finance and Administration

**Applies to:** Central Warehouse Employees

**POLICY STATEMENT**

The University has established policy governing receiving goods and services.

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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

## **POLICY CONTENTS**

All University departments are responsible for receiving their own goods, printing and services except for fixed assets delivered to the Central Warehouse. The Central Warehouse will complete receiving reports for fixed assets delivered to the Central Warehouse. Departments should notify the fixed assets accountant within 24 hours of any fixed assets picked up by the department or delivered directly to the department by the vendor.

## **PUBLICATION**

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

- Communicate the policy in writing, electronically, or otherwise, to the University community, including current and prospective students 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 satisfy procedural requirements does not invalidate this policy.

## **REVIEW SCHEDULE**

- Next Scheduled Review: 03/14/2021
- Approval by, date: President, 04/15/2015
- Revision History: 07/01/1995; 04/15/2015; 08/12/2016; 02/08/2017; 03/14/2018
- Supersedes: Central Warehouse Policy and Procedures No. 2

## **RELATED DOCUMENTS**

Fixed Asset Accounting Policies and Procedures, 41-06

<https://www.nsu.edu/policy/admin-41-06.aspx>

## **FORMS**

There are no forms associated with this policy.