



## DELIVERIES OF SUPPLIES

**Policy Title:** Deliveries of Supplies

**Policy Type:** Administrative

**Policy Number:** 43-04 (2014)

**Approved:** 08/31/2014

**Responsible Office:** Central Warehouse

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

**Applies to:** University Community

### POLICY STATEMENT

The University has established policy to ensure that delivery of packages and supplies for the university are made within 48 hours of receipt. All express packages received before 12 noon are delivered the same day. A signature shall be required for all deliveries.

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### DEFINITIONS

None

### CONTACT(S)

The Central Warehouse officially interprets this policy. The Central Warehouse 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

## **DELIVERIES OF SUPPLIES POLICY CONTENTS**

A barcoded delivery label shall be affixed to all packages. When delivering packages to departments the delivery label shall be scanned and signed for by a staff person. Staff person's signature is captured/recorded in the scanner. After deliveries have been made the signatures are downloaded into the Smart Track System.

Packages without a barcode delivery label shall have one of the following attached for signature of receipt:

A delivery ticket printed by the Smart Track System, which lists the tracking numbers of each package, a waybill, a packaging slip or a copy of the purchase order which is signed by a staff person. Paper work is returned to the warehouse and filed.

**Student Packages:** Student packages are scanned and recorded in the Student Packages Log Book. Each package is assigned a number. Students are notified of packages the next morning by email. Students must present a valid I.D. and then sign the log book to receive package.

No Student can pick up another students package unless Central Warehouse receives a prior email notice giving the warehouse permission to give the package to another student. Packages are available for pick up Monday through Friday 8:30am-4:00pm.

## **PUBLICATION**

This policy shall be widely published or distributed to the University Community. To ensure timely publication and distribution thereof, the Responsible Office 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 appropriate Website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet publication requirements does not invalidate this policy.

## **REVIEW SCHEDULE**

- Next Scheduled Review: 03/14/2021
- Approval by, date: President, 07/01/2014
- Revision History: 07/01/2014; 08/31/2016; 03/14/2018
- Supersedes: Central Warehouse Policy and Procedures No. 8

## **RELATED DOCUMENTS**

There are no documents associated with this policy.

## **FORMS**

There are no forms associated with this policy.