



GENERAL CENTRAL WAREHOUSE POLICY AND PROCEDURES

Policy Title: General Central Warehouse Policy and Procedures

Policy Type: Administrative

Policy Number: 43-05 (2014)

Approval Date: 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

Word/Term: N/A

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.



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STAKEHOLDER(S)

University Community

TITLE: 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.

DELIVERIES OF SUPPLIES

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 a Send Trak package tracking 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 package system and assigned a tracking numbers to 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 Send Trak Package system. Each package is assigned a number and Students are notified of packages via email the next morning by email. Students must present a valid I.D in order for the package(s) to be released.

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 8:00am-4:00pm.

RESALE SUPPLIES AND RECOVERIES

Departments will be charged monthly for supplies sold through the Central Warehouse. After purchase orders for paper and envelopes have been filled and delivered to departments, quantities are entered into the Colleague receiving system. Each purchase order is initialed or marked to show it has been entered. Once all purchase orders have been entered for the month, the Recovery



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Transfer Form is filled out. This form is completed by entering each Purchase Order Number and its total cost/amount utilizing the First in First out (FIFO) accounting technique. Once completed, the purchase order numbers and totals are verified, and the recovery transfer form is printed, signed by manager and copied. The original recovery form is sent to Accounts Payable to be processed. A copy of the Recovery Transfer Form is filed with the accompanying purchase order.

RECEIVING FIXED ASSETS:

When shipments of fixed assets are received by the Central Warehouse, the Central Warehouse will be responsible for screening and tagging all capitalized and controllable fixed assets totaling \$500.00, five hundred dollar and above that are delivered directly to the Warehouse. Any equipment that is crated or may require assembly or installed, sensitive such as; (i.e. certain Scientific/Electronic) or musical instruments will be the responsibility of the ordering department to contract the Fixed Assets department to ensure the equipment is tagged and accounting for in the University's inventory. A property control number tag will be placed on all equipment belonging to Norfolk State University.

RECEIVING REPORTS

The equipment is received in the Colleague system, then the asset information is entered into the Asset module of Colleague.

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.

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



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EDUCATION AND COMPLIANCE

The intent of this policy is to educate the university community on warehousing to include but not limited to warehouse operations, receiving, fixed assets, resale of supplies and recoveries and methods of delivery. The warehouse will provide training in conjunction with the fixed asset's team at least annually to ensure compliance.

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, 03/14/2025
- Approval by, date: Board of Visitors, 05/01/2015
- Revision History: 07/01/2014, 07/01/1995, 05/31/2015, 06/16/2016; 02/08/2017; 03/14/2018, 03/14/2021
- 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.