



## SHIPPING AND RECEIVING

**Policy Title:** Shipping and Receiving

**Policy Type:** Administrative

**Policy Number:** 43-10 (2014)

**Approved:** 04/16/2015

**Responsible Office:** Central Warehouse/Procurement Services

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

**Applies to:** Central Warehouse Employees

### POLICY STATEMENT

The University has established policy that the Central Warehouse serves as the University's centralized shipping and vendor delivery point for all goods and equipment for all university departments and activities.

TABLE OF CONTENTS	PAGE NUMBER
Definitions.....	1
Contacts.....	1
Stakeholder(s).....	2
Policy Contents.....	2
Publication.....	2
Review Schedule.....	3
Related Documents.....	3
Forms.....	3

### DEFINITIONS

None

### CONTACT(S)



The Central Warehouse/Procurement Services 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**

Before any shipment is moved from the Central Warehouse to the user department, warehouse staff will:

1. Ensure shipment belongs to the University
2. Check for the purchase order number
3. Visually inspect shipment for possible damage

Once all information is verified, shipments are signed as delivered to user departments. Deliveries made by U.P.S., FedEx and DHL are scanned into the Smart Track System.

For deliveries made by Freight Truck, the waybill is used to scan into the Smart Track System. A copy of waybill is made and attached to shipment for delivery to departments. All damages and shortages are brought to the attention of the supervisor. Damaged goods are either noted on the delivery ticket and initialed by the driver or refused depending on the extent of the damages. All shortages are noted on the delivery ticket and initialed by the driver.

Central Warehouse does NOT accept shipments for private contractors, including the following entities:

- Food Services Contractors
- Bookstore Contractors
- Spartan Health Center Contractors
- Spartan Suites Contractors

These contractors are responsible for receiving their shipments.

## **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 board approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of board 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: 01/16/2021
- Approval by, date: President, 04/16/2015
- Revision History: 04/16/2015; 05/16/2016; 10/06/2016; 01/16/2018
- Supersedes: Central Warehouse Policy and Procedures No. 7

### **RELATED DOCUMENTS**

There are no documents associated with this policy.

### **FORMS**

There are no forms associated with this policy.