Topic
Business Administration [1]

Policy Number
200-19

Reviewed Date
November 13, 2013

Responsible Office

- Office of the Senior Vice Chancellor, Finance and Administration [2]

Purpose

This policy outlines rules governing the receipt of goods (including equipment, furniture, and supplies) for official University business, inspection for damage, and delivery to the ordering departments.

Definitions

Hazardous Chemicals

Any chemical or mixture of chemicals classified by Environmental Health and Safety as “hazardous.”

Policy

A. Due to traffic and lack of dock space, shipments of materials must be delivered to Oyster Point, SSF. Items are then staged and transported to the requesting departments on campus trucks.

B. Relatively small orders (low-value or agreement vendor supply orders) may be shipped directly to the ordering department using direct-to-user carriers. However, if these orders are received in Distribution, Storage & Mail they will then be shipped to the department.

C. Equipment requiring special handling arrangements (e.g., via air-ride vans) should be shipped directly to the ordering department using appropriate special carriers. Department equipment buyers should make these arrangements.

D. Personal packages will not be accepted by Distribution, Storage, & Mail the University is not be responsible for any loss or damage to personal packages.

Responsibilities

Contact the Distribution, Storage, & Mail unit with any questions.