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**Topic**
Business Administration [1]

**Policy Number**
200-19

**Reviewed Date**
April 18, 2018

**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 should be delivered to Oyster Point, South San Francisco. 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 Logistics they will then be shipped to the department.

C. Personal packages will not be accepted by Logistics. University is not be responsible for any loss or damage to personal packages.

**Responsibilities**

Contact Logistics@ucsf.edu [3] with any questions.

**References**
- Logistics Website [4]