Title: Delivery of Goods

Date Created: 

Functional Area: Fixed Asset Management

Last Updated: 26 March 2009

Purpose: To outline the policy and procedures associated with goods delivery at SSU

Documents (Info) Needed: Purchase Order, and Receiving Report for Signature

Primary Position Responsible: Central Receiving

Reviewed By <or> Reviewed By:

Process Frequency: Daily, as needed

Prerequisite Process:

Subsequent Process:

POLICY:

Savannah State University’s Central Receiving department is the service units with the primary function of receiving and distributing to their departmental destinations official SSU freight and materials. Central Receiving also provide for purchase of Storehouse merchandise to departments. There is no charge to departments for normal delivery service of goods. Central Receiving does not transport furniture or other items between departments. These and other services are provided by Plant Operations.

PROCEDURE:

Delivery of Goods

1. In order to expedite the delivery of the order, the following information should be on the purchase requisition: (1) building to which the item is to be delivered and (2) room number to which the item is to be delivered.
2. When materials are received and checked by University Receiving, a receiving report is completed showing exactly what is received.
3. Central Receiving will deliver all materials received by the department which requested the purchase of the item.
4. The delivery personnel will ask a department representative to sign this receiving report at the time of delivery. By signing this receiving report, the representative is acknowledging the delivery of the materials subject to concealed damages or shortages. Departments will be responsible for any shortage or discrepancy not reported to the Purchasing Department or Central Receiving within three (3) working days after delivery.
5. Note: Please do not hold up other deliveries by conducting a detailed inspection of the shipment on the spot. Inspect the shipment as soon after delivery as possible. If there are any concealed damages or shortages, please report them to Purchasing immediately.
6. When the order is delivered, please do not ask the delivery people to perform major rearrangement of equipment or furniture, since this would slow their delivery schedule. If rearrangement is needed, please contact the Physical Plant Department.

Potential Exceptions & How to Resolve:

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