|  |  |
| --- | --- |
| **Process Name:** Document Title | **Date Created**: Date Created |
| **Functional Area**: Category Titles | **Last Updated**: Updated Date |
| **Purpose**: To ensure that additions to fixed assets are properly recorded in the fixed assets inventory and identified with an equipment tag |
| **Documents (Info) Needed**:  |
| **Primary Position Responsible:**  | Indicate the Position Responsible not an Employee Name Here (Replace Text\*) |
| **Reviewed By <or> Reviewed By:**  | Indicate the Position Responsible not an Employee Name Here (Replace Text\*) |
| **Process Frequency:**  | How often is this process performed, if applicable\* |
| **Prerequisite Process:** Should any other policy be followed first, if so list here\* |
| **Subsequent Process:** Does any other policy be followed after this one, if so list here\* |
| **Corresponding Policy:**  |

**PROCEDURE:**

**<INSERT THE PROCEDURE HERE - Replace this <> text and below example with procedure>**

**<Example below>**

The University becomes responsible for all property upon delivery. Central Receiving is responsible for the receiving and shipping of items to and from the Savannah State University. Central Receiving (used interchangeably with Property Control) is also responsible for the disposition of University purchased goods.

**Receipt of Goods**

1. Goods purchased by Savannah State University are to be shipped to Central Receiving, unless paid for with the Purchasing Card.
	1. Central Receiving is located at:

Evers Physical Plant

South Thompkins Road

Savannah State University

Savannah, Georgia 31404

* 1. The Central Receiving dock is open for receipt of goods from 8:30 am to 4:30 pm, Monday through Friday.
	2. Central Receiving activities include receiving and distribution of goods, tagging of Savannah State University inventoried property. These functions are under the responsibility of the Central Receiving personnel who reports to the Purchasing Director. All of these activities are coordinated to insure that efficient service is provided to the University in receiving merchandise, scheduling the shipment and retrieval of equipment to be repaired off-campus, and equipment accountability.
1. When items are received, Central Receiving:
	1. Checks the condition of each item received.
	2. Compares items received to description or Purchase Order,
	3. Prepares the shipment for delivery to the requesting department.
2. If there are any discrepancies, necessary action will be taken by Central Receiving to resolve them. Items are not delivered to a department until all known problems concerning the items are solved.

Receipt of Good – Direct Shipment to Department

1. If a department receives goods or services that were ordered using a Purchase Order directly from the vendor, and not through Receiving, the department must notify Central Receiving within 3 days.
	1. In the event that the department fails to notify Central Receiving, upon receipt of the invoice Accounts Payable will have to contact the department to verify receipt and, then, contact Central Receiving to have the inventory record updated.
	2. Note: Any failure to report to Central Receiving when items are delivered directly to the department by the vendor will create a delay in payment. Vendors have been notified via an official letter from the University to ship all items to Central Receiving and remit all invoices to Accounts Payable, and failure to do such will result in a delay of payment.
	3. As a part of this process, the department may be contacted by Receiving for information needed to prepare a decal. Prompt response by the department to such requests is necessary so that payments can meet the Governor's 30 day pay requirements.

Receipt of Personal Items

1. If you anticipate ordering personal items to be paid for with your own personal funds and wish the items to be delivered to the University, please make arrangements to have the vendor ship your order directly to your department. Due to the volume of activity, Central Receiving policy is to handle University-purchased orders only.

Tagging of Goods

University Receiving is directly responsible for affixing property decals on Savannah State University equipment before it is added to the inventory records.

Property decals are attached to all items classified as loose equipment. The property decals are bar-coded and include a pre-printed University identification number. Typically, the property decal is attached on the right side of equipment and furniture. Whenever possible, Central Receiving tries to place the property decal in an inconspicuous place so that it will not detract from the equipment's appearance.

The college inventory tag number must be noted on the receiving document (packing slip, email or copy of PO) and recorded in the fixed assets system when meeting threshold critieria.

**<IF EXCEPTIONS ARE KNOWN, NOTE THEM HERE, AND PROVIDE PROCEDURE TO FOLLOW FOR THE ALLOWABLE EXCEPTION HERE – remove this section <> from final document>**

Potential Exceptions & How to Resolve:

|  |
| --- |
| Exception: Employee request order be shipped to them at an off campus location (i.e. a hotel, etc…) for operating Supplies when on authorized university travel to avoid the necessity to transport |
| Resolution: Employee should notify the University of the receipt of such items if purchased on purchase order;  |