



PROCEDURE

Receiving of Materials for the University

Procedure Administrator: Senior Vice President for Facilities and Operations

Authority: N.J.S.A. 18A:64-8

Effective Date: September 12, 1974; February 12, 1975; October 1, 2009; April 1, 2022

Index Cross-References: Policy VI-63: Fixed Asset Policy

Procedure File Number: 6621

Approved By: Dr. Harvey Kesselman, President

I. PURPOSE:

To describe the procedure and responsibilities for shipping and receiving of materials at the University.

II. PROCEDURE:

- A. Shipping and Receiving. The University has adopted a central shipping and receiving operation to improve efficiency and inventory control. If the central shipping and receiving process is impractical (e.g., delivery of heavy equipment), or the Shipping and Receiving Department has authorized direct delivery, the delivery will be made directly to the requisitioning department.
- B. Receiving Documents. The basic forms used in the receiving process are as follows:
 1. Agency Purchase Order
 2. Receiving & Delivery tracking software
 3. Bill of Lading
 4. Packing Slip
- C. Receipt of Material by Shipping and Receiving Department Personnel. At the time the material is received, the following entries will be made in the Receiving & Delivery tracking software: Date received, name of vendor, purchase order number, name of carrier, tracking number, carton count, and name of employee who accepted the shipment for the Shipping and Receiving Department. Shipping and Receiving Department personnel are responsible for preliminary inspection of material(s), carefully noting on carrier's receipt any visually apparent damage.
- D. Delivery of Materials to Requisitioning Department. The Shipping and Receiving Department is responsible for delivering shipments to the various departments within twenty-four (24) hours after receipt. If, for any reason, this is not possible, the requisitioning department will be notified that its shipment has been received and a mutually agreeable date established for delivery to the department.
- E. Acceptance of Shipment by Requisitioning Department. A representative of the

department will be required to digitally sign for the material(s) via the Receiving & Delivery tracking software. The signature will signify acceptance of the number of cartons or packages entered on the register; it will not denote approval of carton contents.

- F. **Checking Shipment Against Purchase Order.** The requisitioning department is responsible for determining if the shipment conforms with the purchase order. The packing slip, which accompanies each shipment, should be verified against the materials received.
- G. **Damaged Shipments.** Carriers recognize their liability for two types of damage - apparent and concealed. Generally, most carriers require that damages be reported within five days after receipt of shipment. It is the responsibility of the Shipping and Receiving Department to carefully inspect cartons for any sign of visually apparent damage. If such damage is evident, a notation will be made on the shipper's delivery receipt form (bill of lading). The requisitioning department is responsible for the prompt detection of concealed damage. In the event of such damage, the requisitioning department must immediately advise the Purchasing Department via telephone and in writing. Therefore, it is extremely important the requisitioning department promptly opens and inspects the contents of all cartons once they are received. It is the requisitioning department's responsibility to contact the vendor that the shipment contents are damaged, missing, or incorrect.
- H. **Packing Slips.** The packing slip is the basic document used by Purchasing and the Shipping and Receiving Department to determine the current status of outstanding orders.
- I. **Payment of Vendors.** requisitioning department is required to certify all vendor invoices chargeable to its respective budgets. Certification denotes the invoice is correct in all aspects. Invoices must be returned promptly to the Accounting Department so that vendors be paid as quickly as possible.

Review History:

| | Date |
|-------------------------|------------|
| Procedure Administrator | 10/20/2021 |
| Divisional Executive | 12/28/2021 |
| General Counsel | 01/12/2021 |
| Cabinet | 03/31/2022 |
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