

## Central Receiving

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**Policy No.: 625-22**

Effective: 12/01/00

### **POLICY:**

The Purchasing Department coordinates all shipments of large set-in-place items delivered to the campus excluding auxiliary organizations. The vendor shall notify the responsible Purchasing Department Buyer of the projected shipment arrival to meet the purchase order due date. The Purchasing Department Buyer will contact the requisitioner and Central Receiving, via email or fax, informing them of the delivery date and estimated time of delivery to the campus.

### **PROCEDURES:**

The following steps describe the procedures used by the vendor, the Central Receiving department, the ordering department, and the Asset Management department when deliveries of large set-in-place items are made.

1. When arriving on campus, vendors making deliveries of large set-in-place items must first check in at the Central Receiving counter.
2. Central Receiving will make a copy of the packing list accompanying the shipment and place it in a "Set-in-Place" file.
3. The vendor is then given a copy of the purchase order for presentation to the end-user representative who will check in the shipment at the deliver-to location.
4. The vendor will be provided a campus map highlighted to reflect the deliver-to location (an escort will be provided by Central Receiving if necessary).
5. Prior to the close of work on the day of the delivery, Central Receiving will request from the end-user representative a receipt status referencing the quantity, description, and the condition of the items, and if the order is partial or complete. The end-user representative must submit the receipt status to Central Receiving in writing via email or fax by the close of the next business day after the item(s) have been received. Central Receiving will then update the purchase order receiving screen in the on-line Purchasing Report System (PRS) to reflect the status of the purchase order.
6. Central Receiving will review the purchase order status code and when appropriate will notify Asset Management to arrange for inventory bar coding of the equipment received.

### **RESPONSIBILITIES:**

#### **Vendor:**

The vendor shall notify the purchasing department buyer of the projected delivery date. The vendor must check in at the Central Receiving Department when delivering large set-in-place items.

#### **Purchasing Department Buyer:**

The purchasing department buyer will notify the ordering department and Central Receiving of the projected delivery date and estimated time of the delivery.

**Central Receiving:**

Central Receiving must check in all large set-in-place items and place a copy of the packing list in the "Set-in-Place" file for retention. Prior to the close of the work day of the delivery, Central Receiving will request from the end-user a receipt status referencing the quantity, description, and the condition of the items, and if the order is partial or complete. Central Receiving will notify Asset Management when inventory bar coding is required.

**Ordering Department:**

The ordering department or end-user representative must be present to receive the large set-in-place item. The ordering department must submit the receipt status of large set-in-place items by e-mail or fax to the Central Receiving department no later than the close of the next business day after receipt.

**Asset Management:**

Asset Management will arrange for items to be bar coded for inventory control as needed.

**REFERENCES:**

[SAM Sections 8602, 8615, 8650, and 8651](#)

[CSU Management Memo 95-22](#), Asset Capitalization dated 1/12/96

**FURTHER INFORMATION:**

Purchasing and Contract Administration, 818-677-2301

Central Receiving, 818-677-2321

Asset Management, 818-677-5537

**APPROVED BY THE PRESIDENT**