

College Operating Procedures (COP)



Procedure Title: Receiving
Procedure Number: 07-0701
Originating Department: Facilities Planning & Management

Specific Authority:

Board Policy 6Hx6:1.02
Florida Statute 1001.02, 1001.03
Florida Administrative Code n/a

Procedure Actions: Adopted: 07/1993; 07/01/2009, 08/14/2018; 01/20/2021

Purpose Statement: The receipt of goods and materials must be documented and controlled to ensure that the Mail Room/Shipping and Receiving (MSR) Department correctly delivers to the Department initiating a purchase their equipment and supplies when received by the College MSR Department Staff.

Guidelines:

All items ordered on a College purchase order, including all items relating to IT purchases delivered by common carrier, US Mail or other commercial delivery means are to be delivered to the Mail Room/Shipping and Receiving Department.

Procedures:

1. Mail Room/Shipping and Receiving (MSR) Department. Every item of equipment and supplies shipped to MSR Department must be received and signed as required by shipper by the MSR Department Staff or designee.

Shipments will not be opened but visually inspected for external damage and proper shipping placement such as "this side up" by the MSR Department Staff. Visual damage packages will be confirmed with originating dept on whether to reject or receive package with notes on carrier delivery slip. Photos of marked up delivery slip and damage should immediately be uploaded to the Shipping and Receiving software system.
2. Delivery to Purchaser
The MSR Department Staff will deliver the items to the Department as addressed. The MSR Department Staff will request that a representative of the Department that initiated the purchase sign a log as proof of receipt. All packages will be handled and delivered with extreme care. Weather forecasts must be taken into account whether or not to deliver packages to initiating departments. MSR staff will communicate with initiating dept prior to dropping off delivered goods to ensure proper placement is achieved.
3. Damaged Goods
MSR Staff will inspect packages for damage to shipping boxes/containers and will refuse shipments where it observed that the packaging has damaged. MSR Staff will provide notification to the Department that placed this order that the shipment was refused due to the damaged shipping container. MSR Staff will not open packages and/or inspect products inside shipping container for damage. All correspondence with the Vendor regarding returns is the Departments responsibility.
4. The Department is responsible to notify Procurement or Accounts Payable of the return.
5. Storing of Delivered Goods
The shipping and receiving facility has limited storage space for products to stage prior to delivering to initiating departments. Storage capacity and duration should be reviewed with MSR staff or Maintenance Manager prior to ordering if storage is required.