



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE  
3/28/00**

**REVISION  
4**

**PAGE  
E2-210.0**

**SUBJECT**

**PURCHASING**

**SUB-TOPIC**

**UNAUTHORIZED TRANSPORTATION CHARGES**

When a purchase order states that the shipment is "F.O.B. Destination" and the shipper erroneously charges the shipment "transportation charges collect" or F.O.B shipping point, prepay and add, the Purchasing Department will take action with the Accounts Payable to ensure that the transportation charges are deducted from the invoice at the time of payment.