



SUB-TOPIC

RECEIVING AND SHIPPING

A. Purpose and Scope: The objectives of Receiving and Shipping are to provide prompt and accurate control over the flow of materials to, from, and within the University and to facilitate prompt payment to vendors.

Receiving is also charged with maintaining an adequate inventory of stock gases, liquid nitrogen, dry nitrogen, and tax free alcohol.

Services rendered to the University project officers, teaching, research, and other professional and administrative staff include, but are not limited to the following:

1. Material obtained by purchase order
2. Visual inspection of materials/freight
 - a. For quantity
 - b. For damage
3. Delivery to the requesting department or individual
4. Routing delivery reports
5. Pickups
6. Shipping arrangements.

B. Limitations: Services are not provided for certain categories of materials including, but not limited to:

7. Food
8. Bulk petroleum
9. Library books.

C. The Callier Center for Communication Disorders: The Callier Center for Communication Disorders, located at 1966 Inwood Road, Dallas, Texas, is an official arm of U.T. Dallas and as such independently follows the same policies and procedures at that location.