



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

DATE ISSUE
10/20/97

REVISION
6

PAGE
F2-100.0

SUBJECT
FACILITIES AND SERVICES

SUB-TOPIC

RECEIVING AND DELIVERY

General Policy: Central Receiving and Delivery personnel give continuous attention to the variety of materials that pass through this service. They also provide the Accounts Payable and Purchasing Department with receiving information electronically via the Financial Information System (FINS).

Distributions of freight/materials are usually carried out within one (1) day of their receipt by Central Receiving. Receiving information is entered into UTD's FINS System as well as Receiving's PackTrac software.

Delivery personnel make every effort to locate the requesting department or individual before returning the freight/material to Central Receiving for delivery coordination (see Holding Received Merchandise, F2-120.0, this section).

Partial and complete shipments are handled in the same manner.

All material is processed on a "first received-first delivered basis" unless the nature of the material requires special handling.

Consult this manual for policies and procedures concerning:

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| 1. | Alcohol, Tax Free | F2-180.0 |
| 2. | Capital Equipment | F2-150.0 |
| 3. | C.O.D. Freight/Materials | F2-160.0 |
| 4. | Explosives | F2-200.0 |
| 5. | Gases, Cylinder | F2-210.0 |
| 6. | Narcotics and Dangerous Drugs Used in Research | F2-220.0 |
| 7. | Nitrogen, Bulk | F2-230.0 |
| 8. | Radioactive Material | F2-240.0 |

In the event of an extraordinary situation, telephone Receiving/Shipping at ext. 2779 or at Callier, ext. 3021.