



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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SUBJECT  
FACILITIES AND SERVICES

SUB-TOPIC

**RECEIVING AND DELIVERY- Delivery Procedure**

The University normally is allowed to return freight/material within fourteen (14) days from date of receipt. Therefore, it is imperative that the requesting department or individual examine all deliveries.

To facilitate these matters, Receiving personnel proceed in the following manner when making deliveries:

1. Obtain the print screen of the receiving information for the purchase order from the Financial Information System (FINS).
2. Attach the packing slip(s) to the receiving "print screen."
3. Deliver the freight/material to the individual shown on the purchase order.
4. On the receiving "print screen," obtain the signature of the person accepting delivery.

NOTE: Signing the "print screen" acknowledges receipt of merchandise and authorizes payment.

5. Enter the receiving information in FINS, which electronically informs the appropriate channels (Accounts Payable and Purchasing). (See Exhibit F2.)

A. Limitations:

1. Delivery personnel do not stock shelves or supply cabinets.
2. In the event of overage, shortage, or damage, Receiving personnel may not make a delivery to the requisitioner until clearance has been given by the Purchasing Supervisor or his/her authorized designee.