



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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10/20/97**

**REVISION  
4**

**PAGE  
F2-160.0**

**SUBJECT  
FACILITIES AND SERVICES**

**SUB-TOPIC**

**C.O.D. FREIGHT/MATERIAL**

- A. UTD - Richardson: Ordering goods C.O.D. is discouraged. In the event of a C.O.D. delivery through the U.S. Mail or Central Receiving, Receiving personnel will:
1. Determine if an Accounts Payable check is available. If not, contact department placing C.O.D. order and ask them to make arrangements to provide C.O.D. payment.
  2. Follow the receiving procedure outlined in F2-110.0, this manual.

NOTE: For other types of C.O.D. shipments, see E2-120.3.1., this manual.

B. Callier Center:

1. The requisitioner completes a petty cash requisition, available at the Business Office, Room B200.
2. Follow the receiving procedure outlined in F2-110.0, this manual.

NOTE: Questions regarding incoming C.O.D. material should be directed to the Business Office, Ext. 3011.