



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
PL-1.7.01	Central Receiving	07/01/2007	

I. Overview

Materials Management receives or takes formal possession of goods from vendor representatives and/or common carriers and verifies goods against a Bainbridge College purchase order.

Materials Management delivers received goods to appropriate departments or to a point of storage. A departmental representative must verify receipt and specifications of goods.

II. Order Discrepancies

Order discrepancies are negotiated by purchasing and Materials Management. Please do not contact vendors with discrepancies without notifying Materials Management.

Notify Materials Management when any items ordered by purchase order are received by means other than through Materials Management. Vendor invoices must be paid within 30 days after date of invoice. Materials Management must sign off and verify receipt of goods before payment can be made.

III. Receipt of Personal Goods

Materials Management is not authorized to accept responsibility for receipt of personal goods, nor will Materials Management negotiate with vendors or vendor carriers for damaged, missing, or order specification discrepancies with personal orders. Personal COD orders will be refused.

IV. Authorization

Materials Management is authorized to open all packages addressed to Bainbridge College to identify and check contents against the purchase order.

V. Express / Overnight Shipments

Express or overnight letters and packages are received at approximately 11:30 AM each day. Notify Materials Management if an express delivery



is expected; otherwise, delivery will be made after 1:00 PM after being processed by the Central Receiving staff.

VI. Shipping Procedures

Most common carriers (UPS, Federal Express, Airborne) provide services to the campus for both shipping and receiving of express or standard service. The services are for official College business only and shipping expenses are charged to departmental budgets. For personal use, a United Parcel Service drop box is located in the Administration Parking lot.