

# Shipping and Receiving

University Operations – Facilities and Support

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**EWU Policy 204-07**

**Authority: EWU Board of Trustees**

**Effective July 12, 2012**

**Proponent: Vice President for Business & Finance**

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**Purpose:** This policy prescribes university standards and regulations for the shipping and receiving of items at the University.

**History:** This policy was published on July 12, 2012 and supersedes UGS Policy 220-070 et seq., Shipping and Receiving, which was adopted by the EWU Board of Trustees in January, 1996. This policy includes reformatting and housekeeping changes only and does not constitute any material change in policy.

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## 1. Authority

The university's shipping and receiving processes are guided by the department of general administration statutes, RCW 43.19.190 through 43.19.1939. As permitted under RCW 28B.10.029, the university may exercise powers granted to the director of general administration in chapter 43.19 RCW in connection with the purchase and disposition of all material, supplies, services and equipment needed for the support, maintenance and use of the university. The university has delegated this responsibility to the university's director of purchasing. Only the director of purchasing may delegate purchasing authority to university personnel. Such delegation must be in writing. Any individual making unauthorized purchases is subject to non-reimbursement.

## 2. Central Receiving

Central receiving is part of university support services. Central receiving is the central point of destination for most goods purchased by the university. Exceptions are university dining services and the university bookstore. Duties consist of purchase identification, quality acceptance, quantity verification, and processing incorrect orders and freight claims.

## 3. Non-university Purchases

a. Definition. Non-university purchases include orders not purchased on a purchase order, but received by the university which appear to have been purchased by methods outside of the established EWU purchasing procedures.

b. Actions. When it has been established that merchandise received was purchased without going

through proper purchasing procedures, the following policies apply.

- (1) All orders that require payment will be held at central receiving until a purchase order has been generated in purchasing and a purchase order number assigned. With these requirements having been met, the university will deliver according to established procedure.
- (2) If an order has been purchased by any means other than a purchase order, the recipient must pick up the order at central receiving and provide a signature on a notice of shipment (NOS) before it may be released.
- (3) Copies of NOSs pertaining to non-procedural orders and personal packages will be forwarded to the director of purchasing.

c. Personal Packages. The university considers receipt of personal packages a conflict of interest in that the use of university personnel, property and equipment would be gifted to handle the service. These are prohibited and will not be accepted at central receiving. In the event a package is received that is later determined to be a personal package, the recipient will be required to pick up the package within 48 hours and provide a signature on a NOS before it can be released. Collect on delivery (COD) items will not be accepted.

#### **4. Verification of Order**

It is the responsibility of the individual department to check the status of its own orders. However, when approaching the end of each fiscal year, central receiving will check the status of each outstanding order to expedite the closure or receipt of pending purchases for that fiscal year. Central receiving will also check the status of delinquent orders with vendors throughout the fiscal year.

#### **5. Returns and Exchanges**

It is the ordering department's responsibility to contact the vendor when the need arises to return or exchange an item purchased on a purchase order. When contacting the vendor, certain procedures must be followed to assure credits and proper accounting. Central receiving will advise of proper procedure. It is also the responsibility of the department to contact central receiving when arrangements have been made so certain accounting procedures can be completed. Central receiving will make arrangements, at that time, to assist with the shipping and packaging of return merchandise.

#### **6. Damaged Merchandise**

Visible damage to freight will be handled by central receiving due to the special treatment required. Concealed damage should be a joint endeavor between the department and central receiving.

#### **7. Radioactive Materials**

In accordance with governmental licensing requirements, radioactive materials shall be delivered only to the university's department of environmental health and safety. On attempt to deliver radioactive materials to central receiving, central receiving shall immediately contact the department of environmental health and safety and redirect the shipper to the appropriate delivery location.