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| Central Texas College Materials Management Policy and Procedures Manual | Policy No. 200 November 2006 |
| Central Receiving/Shipping Policy | |

I. GENERAL

The Central Receiving/Shipping facility, located in Building No. 153 (Warehouse/Records Storage Building), is an integral part of the purchasing process, because it ensures that property received agrees with what has been ordered. Also, it provides for inventorying and tagging fixed assets upon receipt, before distribution to the departments. In certain instances, however, it may be in the best interest of the District for the vendor to deliver items directly to a department. This may be particularly true with large bulky items that can be best off-loaded directly at the department. An example of this is bulk steel for the Welding Shop. In any event, when this happens the drop shipment must be coordinated through the Receiving/Shipping Department (RSD).

The RSD will only process materials that support official programs of the District. Under no circumstances will employees of the District use this department as a receiving point for their private property. Items received and determined not to be District related will either be refused from the carrier, or if at the time of receipt cannot be identified properly, be returned to sender at no cost to the District.

II. RECEIVING

As stated above, with very few exceptions, materials ordered by any department or section located on the Central Campus, Ft. Hood, Gatesville or the Service Area Campus will be delivered to the RSD. For campuses/sites outside the State of Texas, The Director, Business Services, in concert with the appropriate Dean, will designate an appropriate destination for materials to be received.

III. SHIPPING

All materials to be shipped from the Texas Campuses/Sites will be delivered to the RSD, unless the materials require special handling. In the latter case, the RSD will arrange for the materials to be picked-up. The RSD will maintain a limited supply of packing materials and in the case of a need for a special container, such as aircraft engines or propellers, the RSD will coordinate with the Facilities Management Carpentry Shop for their construction. Any cost related to this construction will be borne by the department to whom the material is assigned.

IV. CLAIMS

The RSD will serve as the focal point for processing all claims, assisted by the Purchasing Department Buyer.

V. SHIPPING, MAIL, AND DISTRIBUTION CONVENIENCE NUMBER

If you have a special requirement that requires assistance you may call the RSD at either X1363 or X1837. Examples of needs may be that you have a requirement for a case of college catalogs or you have an item to be shipped that is too large or heavy for you to deliver. Any requirement within reason will be acted upon if it pertains to shipping, mail or distribution services.

The requested services will be integrated into the department work schedule, therefore, please allow a reasonable period of time for the task to be accomplished.