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| Central Texas College Materials Management Policy and Procedures Manual | Policy No. 205 November 2006 |
| Receiving Procedures | |

I. GENERAL

The Warehouse Foreman is responsible for entering the receiving data into the Datatel Colleague system for purchase orders for the following campuses, sites, and departments:

- A. All Texas campuses departments except the Reprographics Department and textbooks ordered by the bookstore.
- B. Equipment and supplies for the Europe and PFE campuses that are delivered to Central Receiving for transshipment.
- C. All Continental Campus sites when notified by the Office of the Dean.

II. PROCEDURES

Incoming materials are logged in and processed as follows:

- A. Inspect the container for physical damage. If damage is identified, so note on the bill of lading and have the delivery driver initial the entry.
- B. Identify the department/office to which the item is to be delivered and fill in the applicable block on the Delivery Report, a copy of which is attached.
- C. Notify the Inventory Manager if it appears that any item has a value of \$1,000 or more, including shipping or installation cost, so that it may be properly tagged.
- D. Deliver the item to the appropriate department. If the item is bulky, such as steel or lathe, coordinate with the receiver for delivery by forklift, truck or additional manual help.
- E. Ensure that the individual that signs the delivery report understands that the PO will be considered complete, unless the Receiving/Shipping Department is notified of discrepancies within three working days.
- F. If a department receives merchandise, other than through Central Receiving, that requires an inventory tag the department must initiate the tagging with the Inventory Manager. Examples include direct delivery by vendor and items picked up by the department.