I. GENERAL

The Warehouse Team Leader 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 reprographics, bookstore, and hospitality/culinary arts. (Note: For those departments that receive merchandise directly, the department manager, or full-time employee designated in writing by the department manager, is responsible for signing the receiving report provided by the vendor or shipping company. It is critical that the procedures below be followed as signing for merchandise indicates unconditional receipt, unless otherwise noted).

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. For items that are in cartons, compare the total number of parcels being received to the itemization on the bill of lading. If the items are able to be inspected individually, verify the quantity being shipped with the quantity that is being received. Note any overages or shortages on the bill of lading.

C. Identify the department/office to which the item is to be delivered and accept the item in an electronic tracking system.

C. Notify the Inventory Manger if any item has a value of $1,000 or more, including shipping or installation cost, to ensure it is properly tagged.
D. Deliver the item to the appropriate department and obtain signature from department personnel. 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 Shipping/Receiving 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.