

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**



21.99.99.P0.05 Central Receiving

Approved May 15, 1998

Revised July 20, 2010

Revised September 3, 2021

Next Scheduled Review: September 3, 2026

UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to provide guidelines for the receipt and delivery of goods purchased by the University and the processing of required receiving reports.

Official Procedures and Responsibilities

1. GENERAL

- 1.1 The purpose of the Central Receiving Warehouse is to provide a central point of delivery for goods purchased by the University to facilitate the efficient delivery by carriers and the formal documentation of receiving information.

2. RECEIVING SHIPMENTS

- 2.1 Purchase orders provide shipment instructions to vendors for goods to be delivered to the Central Receiving Warehouse. However, goods that meet the definition of a hazardous material or with other specialized/restrictive circumstances may be delivered directly to the ordering department.
- 2.2 Upon receipt of goods from outside carriers, a receiving report is generated by warehouse staff through the SendSuite Tracking System for all packages received.

3. ORDER DELIVERY

- 3.1 It is the goal of the Central Receiving Warehouse to deliver packages within two business days. Delivery beyond three days is non-compliant with Central Receiving procedures.
- 3.2 Packages are delivered to the department with a copy of the packing list attached to the package, when provided by the vendor. When delivered to the department, a university employee must sign for the package.

4. DELAYED DELIVERIES

- 4.1 Packages may be delayed for delivery by request of the receiving department in writing to the Central Receiving Warehouse for a future delivery date.

- 4.2 Delivery of packages may be delayed if the purchase order number is not properly displayed on the outside of the package.
- 4.3 Packages received, without a purchase order number or a departmental contact name, are referenced back through the shipping company to obtain necessary information to identify the ordering department. Other research may be necessary to help facilitate final delivery to the department or end users.

5. DEPARTMENTAL RESPONSIBILITIES

5.1 Returning Packages

- 5.1.1 To return purchased items to the vendor, the ordering department is responsible to make return arrangements with the vendor. The department must request a return authorization shipping label from the vendor, and return the package to the Central Receiving Warehouse with the accompanying return label. Packages must be properly boxed and ready for shipping.

5.2 Accounts Payable

- 5.2.1 Departmental personnel are responsible for verifying goods received and notifying the Office of Accounts Payable of receipt of goods, to allow for payment to the vendor. Notification may be made by entering receiving information into the Purchasing Module (FAMIS or Pantherbuy).
- 5.2.2 Notifications to Accounts Payables are made within the Pantherbuy system when there is a match between received goods and instructions to Accounts Payables to move to pay. This is noted by comment/notes in the system or matching the quantity received to quantities shipped.
- 5.2.3 When a package is returned to the vendor, the department is responsible for notifying the Office of Accounts Payable to withhold payment for the returned item.

Contact Office

Central Receiving Warehouse 936-261-1926 or 936-261-1916
