

Oklahoma State University Policy and Procedures

CENTRAL RECEIVING STATION

3-0854
BUSINESS & FINANCE
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INTRODUCTION AND GENERAL STATEMENT

1.01 The Receiving Dock is located at the northwest end of the Physical Plant Services Building. It acts as a central freight receiving facility for Oklahoma State University. Freight lines are only required to make one stop per customer, thus the existence of this facility.

PURPOSE AND SCOPE

2.01 The Receiving Department has the following main functions:

- a. Receive almost all inbound freight to the University.
- b. Check and sign for materials as they are unloaded from the freight carrier's vehicle.
- c. Process any appropriate freight claims for damaged goods by annotating on the freight line's delivery ticket any visible damage to the carton and/or contents. Non-visible or concealed damage to the carton or contents is usually not reimbursed by the freight lines although a freight claim can be filed after the fact.
- d. Delivery of the freight ASAP by van, two-ton truck, or by special equipment to the ordering department. Items that require more than two men and normal delivery equipment will require a Campus Order from the ordering department so that the Physical Plant Truck Services department can deliver the freight items.
- e. Freight items will be delivered to one central point for each University department. Any further movement of the items are the responsibility of the individual University department.
- f. Freight items delivered to University departments will be signed for by a responsible person and the 11-digit account number listed that the freight bill should be charged to.

g. The University department is then responsible for unpacking, assembling, or any action necessary to make the received merchandise functional. If assistance is needed to make the item functional, the University department can submit a Campus Order to the Physical Plant and have the appropriate craft shop provide assistance.

h. Bills from the freight lines will be processed as received and paid through the University's Fast Pay System.

i. Materials to be shipped from the University via freight lines can be processed by the Receiving Department. The University department should notify Receiving one day in advance so that appropriate arrangements can be made to pick up the materials and so that appropriate shipping procedures can be followed. Materials must be properly packaged and labeled for shipping prior to pick-up by the Receiving Department.