

## **UNIVERSITY OF PITTSBURGH POLICY 05-02-07**

**CATEGORY:** FINANCIAL AFFAIRS  
**SECTION:** Purchasing  
**SUBJECT:** Deliveries and Receiving  
**EFFECTIVE DATE:** March 12, 2003 Revised  
**PAGE(S):** 1

### **I. SCOPE**

This policy establishes the areas of responsibility for the receipt of deliveries.

### **II. POLICY**

The responsibility for the receiving process is shared among several offices, acting in consort, to protect the interests of the University.

Most shipments are made directly to the location of the user to avoid double handling and redelivery expense. When direct shipping is not practical, shipments are made to several receiving points.

The Purchasing Department, as well as its decentralized purchasing units, will provide assistance and advice upon request.