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.