



OKLAHOMA CITY COMMUNITY COLLEGE

**NO. 3027 SHIPPING AND RECEIVING**

**RECEIVING:**

All deliveries, whether made by a vendor or College personnel, must be taken to the Material Control Department upon arrival on campus. Shipments are checked, identified with a purchase order number, recorded on the inventory list (if required), and recorded on a receiving report for distribution. When supplies or equipment of a highly technical nature are received, the items will be held in the Material Control Department; the department head who ordered the item will be notified so that within 24 hours, the supplies or equipment can be examined; the item will be processed after approval by the department head.

All computer hardware, once received and processed, will be delivered to Microcomputer/Tech Support Services, who will contact the originating department to set up an installation time.

When a requestor receives merchandise directly (to his/her attention), the requestor should notify the Material Control Department to request that a receiving report be prepared.

A receiving report will not be completed for the following items: travel reimbursement; advertising; bookstore purchases; personal services; subscriptions; contractual services; premiums and memberships; tuition, fees, and registration; licenses and permits; and petty cash. Receipts for items bought through petty cash must be signed by the department head to verify that the goods were received by the College; this procedure is followed in lieu of preparing a receiving report.

**SHIPPING:**

All outgoing merchandise will be coordinated with the Material Control Department. A Merchandise Return Order (MRO) will be completed by the initiating department to document the business status of the article being shipped. The Material Control Department has sole authority to contact freight carriers to request pickup of a shipment from campus.

Effective Date: 12-07-1998