

# Oklahoma State University Policy and Procedures

<b>CENTRAL RECEIVING STATION</b>	<b>3-0854 ADMINISTRATION &amp; FINANCE Facilities Management January 2022</b>
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## INTRODUCTION AND GENERAL STATEMENT

1.01 The Central Receiving Station, located on the northwest end of campus, on the west side of Facilities Management Services Building 79, acts as the central freight receiving facility for Oklahoma State University(OSU). This location prevents 18 wheeled trucks from entering the central campus location, thus enhancing the safety of our students, faculty, and staff.

## PURPOSE AND SCOPE

2.01 Central Receiving will receive all incoming freight, assist in outbound shipment, and schedule deliveries on campus. All requests and correspondence should be sent to [fm.central.receiving@okstate.edu](mailto:fm.central.receiving@okstate.edu).

## PROCEDURES

- 3.01 Central Receiving provides the following main functions for inbound freight:
- A. Receive inbound freight to the University with limited exceptions.
  - B. Check and sign for materials as they are unloaded from the freight carrier's vehicle.
  - C. Inspect the outside of the freight for any visible, external damage and will note any damage on the Bill of Laden.
  - D. If outside damage is visible, Central Receiving will contact the department ordering the freight to inform them of the damage. The department is responsible for filing any damage claim.
  - E. The department is responsible for filing claims for any internal damage if found once packaging is removed.
- 3.02 Central Receiving personnel will contact the department/person who ordered the shipment to arrange a time, date and location for the freight to be delivered. **Limited dock space requires all freight to be moved from the receiving dock within three days of receipt.**

Once delivery is scheduled:

- A. Moves and Events will deliver the freight to the loading dock or outside the building of the department. It is the department's responsibility to unpack or repack a pallet. If the freight is small enough to fit through a door and is not on a pallet, Moves and Events may deliver inside the building. The department may create a work order for Moves and Events if additional help is needed.

- B. The department is responsible for signing for the delivery from Moves and Events.
  - C. Any additional unpacking, assembling, or any additional handling of the freight is the responsibility of the University department. Moves and Events may assist the customer if the department submits a work order.
- 3.03 Central Receiving provides the following main functions for outbound Freight:
- A. It is the department's responsibility to completely prepare the freight for shipping, including strapping, stretch wrap, and palletizing when needed. Once the freight is ready for shipping, the department will contact Central Receiving with the following information:
    - Product descriptions
    - The weight and dimensions of the freight including packaging
    - Complete address (including name of contact) to send freight
    - Contact person in the department
    - Where the freight is located and what equipment is needed to pick up the freight (i.e. tommy lift, pallet jack, forklift, etc...)
  - B. Central Receiving will contact Moves and Events to schedule the pickup of the freight and delivery to the Central Receiving dock.
  - C. Central Receiving personnel will contact the freight carrier via email for a quote and will forward the quote to the department requesting the shipment.
  - D. Upon the department's approval of the freight quote, the freight carrier will send a Bill of Laden to Central Receiving. One copy must be attached to the freight, one copy will be provided to the freight driver, and a copy will be maintained at Central Receiving for future reference if necessary.
  - E. Once Central Receiving receives the invoice from the freight carrier, it will be forwarded to the department requesting the outbound shipment to facilitate proper payment to the carrier.
  - F. It is the department's responsibility to create a Purchase Order and pay the invoice in a timely manner.
    - i. **Note:** To comply with Purchasing Policy and State of Oklahoma regulations, a PO must be in place prior to engaging services from the freight carrier in order to encumber funds in advance of services rendered.

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Approved:  
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