

# Arizona Western College

## CENTRAL RECEIVING POLICY ON RECEIVING FREIGHT ITEMS

When items are received in Central Receiving delivered by freight companies, these items need to follow this policy for receipt and acceptance. This does not apply to FedEx or UPS deliveries.

1. Freight company delivers cargo
2. Central Receiving does a visual inspection of the box and notes any physical marks or damage on the Bill of Lading (Freight Bill).
3. If there is evidence of damage on the outside of the box, the box must be opened prior to the signing the Bill so that the proper steps can be taken to process the delivery.
4. If the merchandise has evident damage to the outside of the box and is obviously broken inside, the order should be rejected outright and not signed for.
5. If there is evidence on the outside of the box but no evidence of damage inside when opening, the freight bill may be signed and the order accepted while still noting on the Bill that there was evidence of damage on the exterior of the packaging.
6. If there is no evidence of damage on the exterior of the packing, receiving signs the freight bill and keep a copy.
7. Once the order is accepted, Central Receiving employee is to complete an Inspection Form and notify the ordering department that their order has arrived.
8. Make sure to note on the form the name of the person notified in the ordering department, as well as the date and time of the call. If a message was left, be sure to indicate that on the form.
9. Attach a copy of the Freight Bill to the form.
10. An authorized person from the department needs to come to inspect the delivery within 24 hours of receipt to ensure the College's ability to file a claim for any hidden damages.
11. When the department employee arrives to inspect the delivery, they must complete the last three (3) items on the form.
12. Once the department representative has signed off on the form, the receiving employee will provide a copy of the form and freight bill to them. If Facilities assistance will be required to move the item(s), the department will need to provide a copy of the form to Facilities in order to schedule the delivery being moved from Central Receiving to the Department.
13. Ordering Department will have a maximum of 7 days to accept delivery of the order or make arrangements for storage elsewhere at their own expense.
14. If the freight will not be moved the day it is delivered, receiving will need to coordinate with Facilities to store it in a safe place pending its removal to the intended location.
15. Receiving is to forward copies of all final documents to the Director of Purchasing at the end of each day.