

## Warehouse Services

### Central Receiving

The Warehouse, located at 1290 Ridder Park Drive, is the Central receiving point for items intended for COE sites and Central Office administration.

### Receipt of Merchandise Warehouse

Upon receipt of merchandise, the Warehouse by staff will Perform the following tasks:

1. Inspect the merchandise to determine whether the quantity and general description conform to the Purchase Order specifications.
2. Check for any visible shipping damage. If there are no problems, the merchandise will be delivered to the requesting department or site. (See Section 2, WH-Exhibit 2 for delivery schedule.)
3. Persons in the requesting department must verify that there is no concealed damage. The Warehouse staff must be notified immediately if there are discrepancies or concealed damage.
4. Failure to report discrepancies of concealed damage to the Warehouse staff **within five working days** may jeopardize corrective action.
5. Packages, matched to a Blanket Purchase order or showing a name or department only, are logged out immediately for delivery.

### Receipt of Merchandise By Requester

Occasionally, the merchandise will be picked up by the Requester, or it will be delivered directly to the requester.

Using a **P.O.** for the order:  
When the merchandise is received or picked up, the requester must initial and date a copy of the P.O.

The requester must forward it, along with invoice or packing slip,

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Receipt of Merchandise by  
Requester (continued)

immediately to Accounting Services.  
If there are discrepancies or  
concealed damage, contact  
Purchasing Services.

Invoice Routing

To route the invoice:

1. If the merchandise is delivered to the requester, the vendor will normally send an invoice directly to Accounting Services.
2. However, if the invoice is given or sent to the requesting department, forward it immediately to Accounting Services, MC 242.

Invoice Reconciliation

Accounting Services will match the invoice to the receiving information and a warrant will be sent to the vendor.

Accounting Services will send the invoice to Purchasing Services for reconciliation in the following cases:

1. The invoice exceeds the authorized amount on a Purchase Order when the amount was determined by written or verbal quotation.
2. The Invoice exceeds the authorized amount on a Purchase Order by 10% \$100 or whichever is less.
3. There are discrepancies between the invoice and the Purchase Order regarding quantity, payment terms or freight charges.

Special Delivery

For special deliveries:

1. Any packages which are Next Day Air or Second Day Air for staff at Ridder Park are delivered daily to the appropriate department.
2. If a special delivery package comes to the Warehouse for a site, the

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appropriate site personnel are notified by phone.

2. Federal Express deliveries to the Central office are received by the receptionist or warehouse staff, who notifies departments.

**Fixed Assets**

Warehouse staff will affix an inventory Asset Number to all appropriate items received in the Warehouse and forward verification to the Insurance Service/Risk Management Unit MC 245.

1. A fixed asset is an individual item over \$500 which must be tagged and included in the COE's asset inventory, for example, a television, VCR, computer, desk, etc.
2. Items received in the Warehouse will be tagged by Warehouse staff.
3. For items received at a site, contact the Warehouse, at 453-4338, and request an asset tag.
4. Warehouse staff will affix an Inventory Asset Number to Non-SELPA items and forward verification to the Insurance Services/Risk Management.