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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: SHIPPING AND RECEIVING

NUMBER: PRO 7-08

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PAGE 1 OF 2

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**I. PURPOSE**

To promulgate policies and establish procedures for the routine day-to-day operation of the Central Shipping and Receiving Section at Lake-Sumter State College.

**II. INFORMATION**

The LSCC Shipping and Receiving Facility is located in Building 11 (Maintenance) and is operated from 8:00 a.m. through 4:30 p.m. Monday through Friday.

**III. RESPONSIBILITIES**

- a. Financial Services provides control the purchasing process (see PRO 6-07 -Requisition/ Purchasing Procedures).
- b. The Shipping/Receiving Clerk provides shipping/receiving support under the supervision of the Director of College Facilities.
- c. The Inventory Control Clerk provides control of all tangible personal property (see PRO 7- 07, Property Control).
- d. The initiator accepts shipment; verifies receipt and condition of item(s) order; assumes custody of equipment, if appropriate, authorizes payment; arranges for the return of damaged items, if any, and prepares packages for shipment.
- e. The Maintenance Department provides loading, unloading and delivery assistance as may be required.

**IV. RECEIVING**

- a. All incoming shipments shall be directed to the Shipping/Receiving Department for unloading. In the event a delivery is received at another campus location, the receiving party shall ensure the package and all documents are delivered to the Central Shipping/Receiving Facility as soon as possible (if necessary, contact Shipping/Receiving at Extension 517, or Maintenance at Extension 532 for pick-up and delivery).

- b. The Shipping/Receiving Clerk will note any visible damage to the shipping container and/or contents and record same on the shipping document, log-in all incoming packages, and notify the recipient that the shipment is in and ready for pick-up. Immediately thereafter, all documents (shipping documents, packing lists, invoices, etc.) will be forwarded to Financial Services for accounting purposes.
- c. The recipient will sign the Central Receiving Package Control Log (ADM-002) to acknowledge receipt and arrange for delivery by Maintenance Department personnel, if necessary. NOTE: Under no circumstances will a package be picked up from the Central Shipping/ Receiving Facility or be delivered on campus to the designated recipient without an authorized signature on the Package Control Log to indicate receipt (Work Study students shall not be permitted to sign for, or pick up, packages unless specific, written authorization to include a sample signature, is on file from their immediate, full-time faculty/staff Supervisor to do so).

## **V. SHIPPING**

- a. The primary means of shipping packages off-campus shall be by United Parcel Service (UPS) which provides daily pick-up and delivery. Nevertheless, other transportation is available (U.S. Postal Service, freight companies, etc.). Contact the Shipping/Receiving Clerk for assistance.
- b. The originator shall be responsible for the proper packaging and preparation of the item for shipment, and for the delivery of the package(s) to the shipping/mailing facility (some packaging supplies - labels, tape boxes, filler material, etc. - are available. Contact the Duplicating and Mail Clerk if in doubt as to how to properly prepare a package for delivery via the U.S. Mail). NOTE: All outgoing UPS shipments, to include UPS "call-ins", "call tags", etc., must be delivered to the Shipping/Receiving Department for pick-up (UPS will not pick up at other locations on campus).
- c. All outgoing UPS and freight shipments shall be logged in the Central Shipping Package Control Log (ADM-003).
- d. The Shipping/Receiving Clerk shall:
  - 1. Ensure the package is properly prepared for shipment;
  - 2. Prepare the UPS Pick-up Record and ensure prompt UPS pick-up;
  - 3. Ensure the UPS invoice is forwarded to the Business Office for payment upon receipt;
  - 4. Maintain accurate accounting records and prepare the shipping cost (Freight) column of the monthly Postal/Duplicating Cost Center Usage Report.
- e. Shipping costs are charged back to the originating department and no packages will be shipped without proper identification as to the originator on the package and on the Central Shipping Package Control Log.

## **VI. OTHER SERVICES**

Refer to PRO 2-03 (Postal Procedures) for information as to other means of shipping/mailing.