CENTRAL RECEIVING

“BY THE TRUCKLOADS”
Objectives:

- To clearly define the various processes involving Central Receiving
- To provide a reference guide for the Financial Managers to use.
Central Receiving receives almost all of the shipments delivered to Texas A&M University-Corpus Christi. All in-bound shipments are examined, identified, and separated as deliveries are made. All Purchase Orders are separated by purchase type according to the referenced Limited (L) or Purchase (P) Order number noted on the shipment as well as any BAM Purchase order number noted on the shipment.

- The shipping label is scanned into the SC Logic software for tracking purposes by the receiving clerk.

- The dollar amount and object code is verified on FAMIS screen 278 Document Inquiry, F8 Account Distribution to determine if item(s) ordered are controlled or capitalized.
Inventory controls apply if:

- Capitalized items start with the “8000” series and purchase price is $5,000 or above

- Controlled items start with object code: 5775, 5780, 5781, 5782, 5785, 5787, 5788, or 5799 and purchase price range from $0.00 to $4,999.99

Central Receiving will begin the receiving process in FAMIS, FRS Screen 320 “Receiving Document Create”.

Every TAMU-CC controlled/capitalized property must have an asset tag label affixed to it.

Central Receiving creates Asset tags in FAMIS with Screen 360 -- Build Preliminary Assets.

TAG numbers are automatically generated by FAMIS. The tag number consists of 12 digits, the first two (15) is the Building for Campus, the next two is the fiscal year, then there are three extra zero’s followed by the assigned serial number which is only five digits at the time – the extra zero’s will allow room for numerical expansion if needed.
Where to Deliver? --- F9 notes are verified to determine where the delivery is to be made on campus. If the order was created on a Limited (L), the F9 notes on screen 240 are verified. If a Purchase (P) Order was created, the F9 notes on screen 220 are verified.

Ex. No F9 notes
Central Receiving creates a TAMU-CC delivery/routing label for each shipment using the SCL tracking software and affixes the label to the package(s).

The department designee authorized to accept delivery signs for the delivery using the hand held scanner. The SCL tracking software transfers the signature and stores it for future reference.

The Accountable Property Officer for the department completes the **Property Asset Location Form** included with shipment delivery attached to packing slip. This form can be found on the Property website.
The completed form is returned to the Property Officer and State Property Accounting Officer.

This information is then entered into FAMIS to update the system for spot audits and asset tracking purposes.

DELIVERY IS COMPLETED!
Return Merchandise

Determine how item was purchased:

- If purchased with a “P” prefix, contact your buyer. The Procurement Department is responsible for initiating and monitoring purchase order.

- If purchased with an “L” prefix or Procurement Card (P-Card), the creator for the department is responsible for initiating the return.
Departments are responsible for having their packages properly packaged and wrapped with a correct address label attached.

Maximum weight per package: 150 lbs

Maximum size per package:

- 108" maximum length, with 130" maximum combined length and girth
- Packages less than 30 lbs but between 84 and 130" in combined length and girth are considered oversize and charged as a 30 lb package.
Carriers do not deliver to P.O. Box addresses.

Central Receiving can only be used only for carrier ground service (no "Second Day Air" shipments) to the 48 continental United States.

Cash On Delivery (COD) shipments cannot be arranged through Central Receiving.

Hazardous chemicals or radioactive materials cannot be shipped through Central Receiving.

Departments must provide a complete description of items being shipped and must be able to document the value of the item shipped should the need arise to file a damage or loss claim.
Central Receiving is not responsible for damages or loss incurred during package shipment, but will “assist” the sender in filing a claim with the private carrier.
Central Receiving uses SCLIntra™ barcode tracking software, mobile computing hardware and package shipping software to monitor and control the flow of inbound, outbound and internal tangible objects — packages / parcels, property, as they enter, exit and move through the University. Central Receiving uses a hand-held data collection device to capture signature when packages are delivered and allows them to track any object, and monitor distribution, anywhere within the University.

When trying to track a shipment addressed to the university, call the vendor and request the tracking number or proof of delivery. This number can track the status of a package, its location, when delivered and who signed for it.
Tracking your shipment with FedEx®
Tracking your shipment with UPS
Tracking your shipment with DHL
The objective here is to have better management controls of capitalized, controlled, and non-controlled surplus items that are transferred to Central Receiving.

- Capitalized and Controlled surplus items include, but not limited to, computers, fax machines, cameras, projectors, golf carts or any items that are on the Department’s inventory. These items have an assigned fixed asset tag applied on them.

- Non-Controlled surplus items include, but not limited to, desks, filing cabinets, chairs, printers or any items that are not on the Department’s inventory. These items do not have an assigned fixed asset tag applied on them.
Surplus Process - Disposing Item of No Value

If the surplus item has no value or is in extremely poor condition, take a picture, scan it, and send to the Warehouse Supervisor. christopher.lopez@tamucc.edu

- The Warehouse Supervisor will make the determination as to how to dispose of the item.

- Scanned photos of controlled and non-controlled surplus items destroyed/disposed will be kept by the Warehouse Supervisor for recordkeeping.

- We cannot accept items that cannot be resold or utilized again by another department.
Surplus Process - Disposing Item of Value

The accountable Property Officer for the department must prepare and submit to Central Receiving a **Property Deletion form** if surplus items are controlled or a **Department Surplus or Salvage Notice Form** if surplus items are non-controlled. Accountable Property Officer must clearly mark every item listed on either form as a surplus item.

- The Warehouse Supervisor reserves the right to inspect surplus items, especially large requests, prior to turn-in due to space availability and daily receiving operations.

- Central Receiving will only accept delivery of surplus items during the following hours: Monday thru Friday: 8:30 – 10 a.m. and between 1:00 - 4 p.m.
Use this form if surplus items are capitalized or controlled.
**Surplus Process**

Transfer Departmental Property (TDP) - CANOPY

- **CANOPY** offers the ability for departments to electronically initiate the transfer of property. The total process involves creating a TDP (Transfer Departmental Property) document, routing it for approvals and posting the transfer transaction(s) in Fixed Assets. One transfer document can be used to initiate many transfers.

- Existing FAMIS Security and FAMIS Routing & Approvals structures are used. Specific routing paths can be established for the transfer documents using the TDP form. While creating and editing the TDP documents is only available through **CANOPY**, the approval actions and inquiry to the routing documents can be done either in **CANOPY** or using the FAMIS screens. Security access for use of the TDP process is based on FAMIS FFX security.

- The Property Officer for each department is your point of contact. They work in conjunction with FAMIS Services to set up the required tables including those in Routing & Approvals. If a department would like to take advantage of this process, please contact the property office at **inventory@tamucc.edu** and someone will guide you through the setup and answer all questions.

[http://budget.tamucc.edu/assets/canopytrain.pdf](http://budget.tamucc.edu/assets/canopytrain.pdf)
Surplus Process
Disposing Item of Value

- Warehouse Supervisor will use the information provided on either form to process a work order with Facilities Services to transport the surplus items to Central Receiving. An account number is required for labor charges.

- Facilities Services will use the information on the work order to request a quote from outside vendor to pick up the identified surplus items. Outside vendor will ONLY pick up the items listed on their service work order.
Facilities Services will charge labor to the department account via Interdepartmental Transfer (IDT) when work order is complete.

Deliveries will not be accepted between the hours of 10:00 a.m. and 1:00 p.m. when Central Receiving is receiving incoming daily freights from commercial truck firms (UPS, FedEx, freight carriers, etc.). Deliveries by departments not using Facility Services should be done before 10:00 a.m. or after 1:00 p.m.

Surplus property is available for viewing and on first come basis. Contact Central Receiving to schedule time. Forms are available on Central Receiving website.

(Note: Closed toed shoes are required when entering the Central Receiving warehouse)
Determining what object code to use can be challenging. In this part of the training we will go over the importance of using the proper object codes when preparing limited purchase orders and requisitions submitted to Purchasing to create purchase orders.

An Object Code is a four digit number that is used to clarify item and type of expense. Object Code chart can be found on the Procurement and Disbursements Department website. You can also use the Expense Object Codes Reference search tool. http://apps6.system.tamus.edu/objcodes/default.aspx
Using the correct object codes is important because they identify the specific items being purchased and records it to the department’s inventory.

Which object codes affect the department inventory?

Capitalized items that use the “8000” series and the purchase price is $5,000 or above.

OR

Controlled items that start with object code: 5775, 5780, 5781, 5782, 5785, 5787, 5788, or 5799 and purchase price range from $0.00 to $4,999.99
Object Codes

Who is responsible for selecting an object code?

The creator of the purchasing document. Contact your department’s buyer for assistance if needed.

What happens if wrong object code is used?

- Central Receiving cannot begin the receiving process
- It delays shipment delivery
- Affects department’s receiving
- Affects department’s inventory
- Delays payment
Records Storage

Departments are responsible for their own records retention, storage and timely disposal, but must comply with applicable state laws, system regulations and university procedures for records management. Records Retention Schedule can be found at:

http://rattler.tamucc.edu/Records/index.html

This segment outlines how to properly prepare your records for storage in Central Receiving.
Departments must box and label records. No boxes will be accepted without proper labeling. Records Retention label can be found on the Procurement and Disbursements website, Central Receiving under forms.

http://adminservices.tamucc.edu/procurement_disbursements/central_receiving/forms.html
To initiate transfer of records, forward an executed Records Storage Manifest via email to Central Receiving Warehouse Supervisor or Warehouse Operations Specialist. Include in the email the number of boxes, location, point of contact and account number for labor charges.
Central Receiving warehouse staff will notify department when disposal dates approaches. Department must complete Records Destruction Form and submit to Chris Shupala, Records Officer, for destruction approval.

Form can be found on the Procurement and Disbursements website, Central Receiving under forms.
Once the Records Destruction Form is approved by the Records Officer, send form to Warehouse Supervisor to prepare the records for destruction. Central Receiving warehouse staff will provide department with an estimate of the shredding charge.

Upon completion of the destruction of records, the original, fully-executed, Records Destruction Form will be kept on file by the Records Officer, with a copy provided to the Warehouse Supervisor, and the department.
To Research Records

- Departments must call or e-mail warehouse supervisor to schedule a time to research records stored in the warehouse. This is due to receiving operations and records that may be stored on 2nd and 3rd steel rack.

- (Reminder: Closed toed shoes are required when entering the Central Receiving warehouse)
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Any Questions?
This concludes the Central Receiving portion of the Business Manager’s Certification Course.

Just a reminder: As part of the certification course, there is a short 10 question quiz to follow.

Thank you for your participation and support!