

CENTRAL STORES

Responsibilities

Process

Procedures

RESPONSIBILITIES

- Examine packages and compare them with the purchase order to verify accuracy of incoming shipments.
- Service all departments throughout the University of Akron with their shipping and receiving needs.
- Set up deliveries and route materials to the proper departments.
- Contact carrier representatives to make shipping arrangements and to issue instructions for shipping and delivery of items.

PROCESS-All on campus receiving takes place at Central Stores except for:

- Bulk Solvents- Any flammable solvent greater than 20 gallons at one time. (No more than 60 gallons in one day in compliance to the (OBC) Ohio Building Code, and (OFC) Ohio fire code.
- All items or equipment that has specific delivery instructions or a complete address on the purchase order (recipient, street address, dept. building and room #.) Otherwise the carrier will deliver to the default address (Central Stores, 185 E. Mill St. Akron, OH 44325-0703).

PROCESS-On campus deliveries are

- Organized and routed by Central Stores.
- Mail Services delivers all items received at Central Stores with the exception of furniture, machinery, bulk items and large equipment, which is delivered by Special Services.
- Special Services will be notified by Central Stores of any items that need to be delivered within 24 hrs. (with the exception of any item received by Central Stores without proper identification of the dept. and or person who placed the order).
- All credit card orders must have a recipient and a department name on the shipment in order to expedite the delivery process. (ie. Refrigerator ?)

PROCEDURES

- Items arrive at Central Stores.
- Check package for department and contact name and verify contents.
- Match purchase order with package.
- Input purchase order items of shipments received into people soft on-line receiving for verification.
- Notify Special Services for delivery instructions for furniture, machinery bulk items and large equipment.
- Mail Services deliver all other packages.

Unidentified Items

- In the event that an item is received at Central Stores and does not have a recipient or dept. name on the shipment Central Stores will contact the vendor for information concerning proper disposition.

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We want to service you!

- If you have any special delivery needs such as rush items, please contact Gary Beckman, Dave Crawford or Nichole Petrarca at Central Stores (Ext. 5251 or 7579) in order for us to serve the campus in a timely and accurate manner.