



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 63.05, **Shipping and Receiving**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish guidelines for the receipt and shipment of items to and from TTUHSC.

REVIEW: This HSC OP will be reviewed on September 1 of each odd-numbered year (ONY) by the Director of General Services-Lubbock, in coordination with the Campus Business Operations Officer (CBOO) at each campus, with recommendations for revisions forwarded to the Executive Vice President of Finance and Operations by September 15.

POLICY/PROCEDURE:

1. Department Responsibilities

A. **Departmental Responsibility** Before you place an order using a purchase order, check your TechBuy profile.

[Instructions for Changing TechBuy profile](#) . If the purchase order is correct and the vendor shipped to a different address, contact the vendor and let them know that the shipping address on every order MUST match the PO.

For help in determining the correct address to be used, contact Central Receiving, Mail Service, or the Campus Business Officer (CBO) for your campus.

B. **Radioactive Shipments or Receipts.** ALL radioactive packages are to be addressed to Safety Services to be checked before delivery to labs. Upon completion of the radiation check, Safety Services delivers the package to its destination.

Amarillo – 1400 Wallace Blvd., Amarillo TX 79106
Lubbock – 3601 4 St Stop 9020, Lubbock TX 79430-9020

Any questions should be addressed with Safety Services prior to placing an order.

C. **Special Items.** The department should make arrangements directly with the vendor for delivery of items that may be more effectively handled by the department involved such as:

Food products and kitchen supplies that were not purchased through TechBuy.

Laundry and dry-cleaning items.

Items to be picked up for repairs or cleaning and returned to the original location by a vendor.

Items requiring installation by the vendor. Departments should notify Facilities & Safety Services of major equipment additions, changes, or modifications prior to scheduled delivery of equipment.

Live animals.

Compressed Gas Cylinder(s). Exception: Cylinders for use at the Lubbock main campus – 3601 4th Street are processed through Receiving.

Personal items should not be delivered to the institution and will not be delivered to the individual. Employees are encouraged to review [HSC OP 61.01](#), Use of TTUHSC Facilities, Equipment, Supplies and Services for Private Purposes Prohibited.

D. **Merchandise Requisitioned on Purchase Orders.** The requisitioning department is responsible for notifying Accounts Payable and/or Purchasing through TechBuy concerning merchandise or equipment purchased on a purchase order upon receipt and in the event of the following:

- Damaged goods
- Discrepancies in items or quantities received
- Returns
- Requests for contract services to install voluminous or heavy shipments
- Upon completion of installation/training

Contact Purchasing at purchasing@ttuhsc.edu for assistance.

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addresses (see item 2 above. The incoming freight will be delivered to the designated location of the respective department. **Shipping and Receiving will not separate items for an individual in lieu of delivery to the appropriate location.** The recipient department from this point on is responsible for internal distribution and/or opening of items.

A. **Incoming.** The Shipping and Receiving staff are responsible for checking for visible damage and certifying the correct number of cartons before acceptance of a shipment.

1) **Unidentified Delivery Point.** An item is considered unidentified if it does not have any of the following information in the address or the information is not valid:

Stop (Lubbock only) or Building/Room Number (All other campuses)
Department Name
Intended Recipient's Name

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