I. All delivery persons with merchandise for Pellissippi State Community College should be directed to Shipping and Receiving at the Physical Plant Building on the Hardin Valley Campus.

II. Merchandise is matched with the purchase order and checked to ensure correctness.

III. A Key Request receiving form is completed and attached to the merchandise.

IV. Merchandise will be delivered to the designated person, who will sign for the product and keep the yellow copy of the Key Request form.

V. Materials which are to be shipped by UPS or freight lines should be delivered to Shipping and Receiving in order to be processed.

VI. All return orders must be accompanied by a Return Goods Report. After completion, Purchasing will assign a document number. Forms are available via the Accounts Payable webpage.

VII. Boxes must be sealed and addressed by the department that is shipping the merchandise.

VIII. Shipping and Receiving staff will decide which carrier to use, based on weight, destination, amount, and type of merchandise being returned.