



**POLICY 08:12:00
SHIPPING AND RECEIVING**

- 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.

Approved: Executive Council, March 4, 1991
Approved: President Allen G. Edwards, October 10, 2001
Reviewed: President's Staff, December 11, 2006
Approved: President Allen G. Edwards, December 11, 2006
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Reviewed/Recommended President's Council, November 25, 2013
Approved: President L. Anthony Wise, Jr. November 25, 2013