

CENTRAL RECEIVING FREIGHT DELIVERY PROCEDURES

Central Store/Central Receiving is an integral part of the university as it is the central campus delivery point for all ground packages and overnight deliveries from UPS, FedEx, DHL, and Airborne. In addition to small package deliveries, we also receive most of the freight deliveries that come to campus.

Central Store/Central Receiving is responsible for the receipt and redistribution of the packages and freight parcels that meet our guidelines within one to two business days.

Mission Statement

The mission of Central Stores/Central Receiving Department is to provide efficient and reliable services in the areas of issuing, receiving, and distribution of deliveries. Our commitment is to support the university by ensuring a safe and prompt delivery of all supplies and materials that meet our guidelines to help the growth and education of the students, as well as the administrators, staff, and faculty.

Freight Delivery Services

1. **Deliveries—Extra Small**: deliveries carried by the delivery person with a two-wheel handcart.
2. **Deliveries—Full Pallet**: freight shipments generally over the size and weight limits of a Deliveries-Extra Small. In addition, this type of delivery is often strapped on a wood or plastic on a pallet for better stability and protection of the cargo

The classification of your freight is determined by the weight, dimensions, density, ease of handling, value, and liability.

Central Receiving will not be responsible for any damages to packages that required forklift delivery.

Freight Delivery Guidelines

- Central Receiving will forklift single palletized items, 4' x 4' x 5' and weighing no more than 1000 lbs., to the department that ordered them and drop the pallet at the building. The department will then be responsible for taking that item to its final destination.
- Any palletized multiple package shipments that are delivered by a freight company, will be delivered with the forklift and the packages will be delivered to the appropriate department by Central Receiving. No individual package(s) on this pallet are larger than 24" w X 6' high. The maximum delivery is 4 feet long with a maximum weight of 100 lbs. per package.



- Any motor freight delivery over 1000 lbs., or more than 4' X 4' X 5' feet high, must be delivered directly to the department by the freight company.
- All glass items/materials must be directly delivered to the department by the vendor and/or the freight company.
- Any equipment that can be calibrated and/or is sensitive to vibrations must be delivered directly to the department by the vendor and/or the freight company.
- Some shipments may be refused if the items are damaged, shipped with an inadequate ship-to address, or are not properly palletized for internal handling and forwarding. If the shipping exceeds our requirement, we will request the items to be delivered directly to the department.