1 Introduction

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 Purpose

4.1.1 The purpose of the Central Warehouse is threefold:

1. Providing the University community with an adequate inventory of supplies and materials most commonly used by the University.
2. Serve as a central receiving point for merchandise, materials, and equipment for distribution to the University departments.
3. Serve as a central shipping point for outgoing shipments of a size and weight requiring shipment by motor freight carrier or United Parcel Service (UPS) shipment.

4.2 Function

4.2.1 The Central Warehouse operation is a function of Administrative Support Services in the area of Finance and Operations, and is directed by the Director of Administrative Support Services.

4.3 Location and Hours

4.3.1 The Central Warehouse is located on the State Farm Road near the Physical Plant Complex, and is open Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates