

# Central Warehouse

Policy 504

## 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