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LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE

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TITLE: SHIPPING AND RECEIVING

NUMBER: PRO 7-08

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PAGE 1 OF 2

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I. PURPOSE

To promulgate policies and establish procedures for the routine day-to-day operation of the Central -Sumter State College.

II. INFORMATION

The LSCC Shipping and Receiving Facility is located in Building 11 (Maintenance) and is operated from 8:00 a.m. through 4:30 p.m. Monday through Friday.

III. RESPONSIBILITIES

- a. Financial Services provides control the purchasing process (see PRO 6-07 -Requisition/ Purchasing Procedures).
- b. The Shipping/Receiving Clerk provides shipping/receiving support under the supervision of the Director of College Facilities.
- c. The Inventory Control Clerk provides control of all tangible personal property (see PRO 7- 07, Property Control).
- d. The initiator accepts shipment; verifies receipt and condition of item(s) order; assumes custody of equipment, if appropriate, authorizes payment; arranges for the return of damaged items, if any, and prepares packages for shipment.
- e. The Maintenance Department provides loading, unloading and delivery assistance as may be required.

IV. RECEIVING

- a. All incoming shipments shall be directed to the Shipping/Receiving Department for unloading. In the event a delivery is received at another campus location, the receiving party shall ensure the package and all documents are delivered to the Central Shipping/Receiving Facility as soon as possible (if necessary, contact Shipping/Receiving at Extension 517, or Maintenance at Extension 532 for pick-up and delivery).

- b. The Shipping/Receiving Clerk will note any visible damage to the shipping container and/or contents