

FINANCE – DIRECT SHIPMENTS/DIRECT PICKUP
ADMINISTRATIVE PROCEDURES

Direct shipments by vendor companies to individual schools or direct pickup by employees will be kept to a minimum. However, it is realized that in a few circumstances it is neither possible or practical to have a shipment processed through Central Receiving. This write-up covers freight items that are not processed through Central Receiving.

Refer to Administrative Procedures SBR 300-60-1R(6), “Receiving Freight – Central Receiving.” Steps 1 through 5 should be followed whether it be freight that is checked in through Central Receiving or direct shipments to a school or a direct pickup by an employee.

If the packing list agrees with the shipment and the purchase order, the items received should be checked off on the Blue copy of the purchase order set for school record purposes.

Invoices delivered to a school or given to an employee should be sent immediately to the Accounts Payable department.