

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section III - Business/Financial

SUBJECT: CHECK-IN OF SUPPLIES

REVIEWER(S): Dean of *Administrative and Financial Services*
Administrative Assistant

I. POLICY

The business office will employ an efficient and orderly process for managing the receipt of materials and supplies.

II. PROCEDURE

- A. The business office assistant will be responsible for receiving parcels and signing for all delivered supplies.

- B. When items are received, order originators will be contacted to pick them up. Exceptions to this will include large recurring orders (e.g., copier/printer paper, typically ordered in 10 case quantities), and large items such as furniture. These will be delivered directly to their area of use. Otherwise, the department placing the order will pick up items and get them to the appropriate individuals. The business office assistant will not deliver orders to individual faculty or staff members.

- C. This procedure is intended to:
 - Secure delivered materials upon their entry to the building.
 - Direct items to the individuals who placed the order.
 - Provide the ordering individual(s) the opportunity to check delivered prices against orders.
 - Obtain specific shipping and handling cost information.

- D. The Check-in of Supplies policy will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____