

Texas Southern University
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Campus Services & Operations

NUMBER: 04.02.01

AREA: Central Warehouse Operations

SUBJECT: Warehouse Operations Policies and Procedures

I. GENERAL

Texas Southern University maintains central warehousing and receiving functions operated under the responsibilities of the Materials Management group. The Warehousing and Receiving Building is a one-story concrete and brick structure acquired in 1975. It is comprised of 30,502 gross area square feet, and 28,042 net assignable square feet which houses administrative offices, warehouse storage and loading dock areas. The resources are committed to ensure that all goods (consumable and non-consumable), capitalized and controlled assets, and other merchandise received by the University are properly documented and distributed.

II. PURPOSE AND SCOPE

This administrative memorandum describes the role of the Central Warehouse Shipping and Receiving Department ("Central Receiving") at Texas Southern University. The Central Warehousing and Receiving Department is responsible for the coordination of proper storage, receiving and delivery of all goods procured by the University. This service function includes the appropriate recordkeeping, monitoring, safeguarding and communication of information relative to all merchandise, equipment, materials, and supplies purchased for use throughout the University. This department is the only authorized destination for all of the university's surplus furniture, equipment, and materials. As such, the Central Warehouse will properly dispose of all surpluses as needed in a timely and appropriate manner.

III. POLICY PROVISIONS

A. Central Receiving Policy & Procedures

1. To verify and determine the accuracy of shipments received through Central Receiving processes prior to delivery to the intended recipient; and to create and maintain documents/records log for all incoming shipments.

B. Central Receiving of Furnishings and Equipment

1. The Property Management Office prepares a "*Receipt of Personal Property Responsibility Certification*" form (Addendum A) for shipments containing capitalized and controlled property, documents an identifying inventory control number, and provides copies of the signed certification form to the Property Management office.

C. General Surplus Equipment Disposal Procedures

1. The Central Warehouse Operations Manager obtains documentation from the owning department head requesting authorization for final disposal for all furniture and equipment that is of no further use to the university.
2. Once final approval has been obtained, the items will be picked up by the universities' contracted auction company and taken to their site for sale at their next public auction.

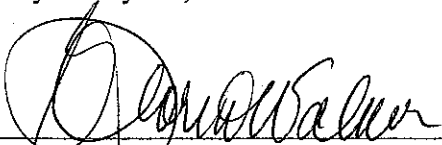
3. A campus wide e-mail will then be sent advertising the date of the upcoming auction. The auction company will also advertise the sale according to state guidelines.
4. All proceeds made from an auction will be tendered in the form of a check made out to Texas Southern University. Unless otherwise agreed upon, all proceeds will be deposited into to the warehouse account to offset expenses associated with the daily operations of the warehouse (i.e. forklift/golf cart maintenance, warehouse storage supplies, etc.).

IV. REVIEW AND RESPONSIBILITIES

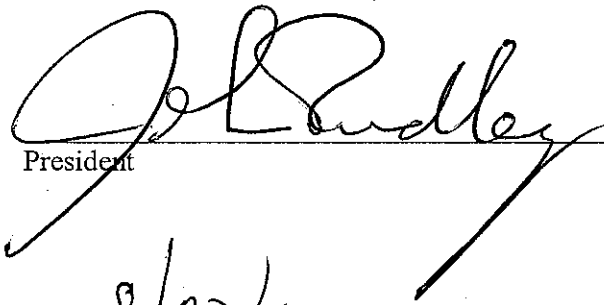
Responsible Party: Chief Operating Officer

Review: Every three years, on or before October 1

V. APPROVAL



Chief Operating Officer



President

8/20/10

Date

Receipt of Personal Property Responsibility Certification

PO NUMBER _____

PMO Person and Date Original Form Prepared: _____

Pursuant to provisions of HB 39 passed by the 72nd Legislature, I understand I am under financial liability for loss or damage to this (these) item(s) listed and signed for on the attached Material Receiving Report (s) provided by the Office of Property Management, if the loss or damage results from my negligence, intentional act, or failure to exercise reasonable care, safeguard, and maintain it (them). I further agree to provide sub delegation of the item(s) as noted below on the Fixed Asset Verification and Reporting Log and to return that completed log to Property Management within thirty days of Receipt of Inventorial property.

Department Head or Designate Signature: _____ Org. # _____ Date: _____

PROPERTY MANAGEMENT FIXED ASSET VERIFICATION AND REPORTING LOG

Inventry/ Bar Code #	Property Description	Serial Number	Assigned to Printed Name	Assigned to Signature:	Organization Number	Bldg.	Room

Original: _____ or Update: _____ Date: _____
This Update submitted by: _____
More Updates to Follow: Yes _____ or No _____

This form is used to validate the ultimate receiver of Inventorial Assets, to verify & report undocumented assets and to perform Inventory audits. Completed form to be returned to Property Management Inventory Control, TSU Warehouse Bldg., within 30 days of delivery of assets/receipt of form, for ultimate receiver validations.