

MAPP 04.02.01 Warehouse Operations Policies and Procedures

Section Operation Services
Area Campus and Warehouse Operations
Original 08/20/2010
Reviewed 04/27/2026



TEXAS SOUTHERN UNIVERSITY
**MANUAL OF ADMINISTRATIVE
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 a document/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 university's 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 the warehouse account to offset expenses associated with the daily operations of the warehouse (i.e. forklift/golf cart maintenance, warehouse storage supplies, etc;).