

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

ADMINISTRATIVE

SUBJECT: MATERIALS/SUPPLIES CHECK-IN

REVIEWER(S): Manager of Business Operations*

POLICY

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

PROCEDURE

- A. The business office 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 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 Materials/Supplies Check-In policy will be reviewed bi-annually.