A. Purpose

Central Receiving is operated for the purpose of receiving, verifying and maintaining all items purchased by the College, except food items for the cafeteria and books for the bookstore, until such items have been delivered to the proper person or place.

B. Responsibility

1. To verify contents of all packages as to count, shortages and damage.

2. Check to insure that packing slips correspond with Gaston College purchase orders.

3. Make sure packing slips are taken to Purchasing in a timely manner.

4. All equipment and furniture will be marked with a state number and all serial numbers will be recorded prior to delivery, then all numbers will be submitted to the equipment coordinator.

5. Storage and maintenance of all items surplused by the College until sold.

6. Storage, maintenance, and looking up of the old Garrison Hospital records.

7. Complimentary books are received and taken to the mailroom as needed.

8. Storage and delivery of copier and printer paper.

C. Policy

1. Items are delivered first in first out.

2. Time limit for delivery of equipment is twenty (20) days.

3. Time limit for delivery of materials and supplies is ten (10) days.

4. Upon delivery, all items will be signed for by the proper person.

5. Medical records can only be released by a written request from a doctor or lawyer on their letterhead only.
6. All requests for copier and printer paper should be submitted 72 hours prior to delivery.

D. Procedures

1. Open and inspect all packages and equipment as to contents, correct count, shortages and damages. Compare contents with packing slip and purchase order.

2. Verify purchase order number, obtain state number, mark equipment and furniture, record serial numbers, make deliveries and give numbers to equipment coordinator.

3. After proper surplus forms are received, with all proper signatures and all copies including the original, the items are then picked up and stored until sold.

4. After receiving proper documentation, the medical records are looked up. If found, the information will either be faxed or mailed to the requesting party. The letter of request is then filed.

5. Complimentary books are logged in on a daily basis as they arrive. The books are taken to the mailroom where they are picked up by the proper people.

6. Copier paper and printer paper are delivered approximately 72 hours after the request is received.