



Administrative Procedure

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Subject: SHIPPING SERVICES

1.0. PURPOSE:

To establish the policy and procedures governing the shipment of materials, supplies, and equipment from the campus.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University, including auxiliary organizations.

3.0. REFERENCES:

- 3.0. State Administrative Manual (SAM), Sections 3800-3890.
- 3.1. Cal State L.A. Administrative Procedure, 706 "Receiving Services."
- 3.3. Cal State L.A. Administrative Procedure, 602 "Purchase Requisitions."

4.0. POLICY:

- 4.1. The University requires all shipments of property be made in the most expeditious, economical and efficient manner possible. The University Shipping and Receiving Department is authorized to ship any material that is official State business or directly related educational support material.
- 4.2. The University or the vendor will assume shipping costs related to error in procurement documentation, vendor error and defective or damaged shipments. In all other cases, the cost of transportation will be assumed by the using department.
- 4.3. Shipping and Receiving will provide packing and wrapping services at no cost to requesting departments, in most cases. Departments may be charged for supplies required for large shipments.

Approved:

Date:

5.0. DEFINITIONS:

- 5.1. Shipping Services--Those services provided by Shipping and Receiving including original shipments, return of damaged items, goods not meeting specifications, return of materials sent to the University for approval, and shipment of equipment for repair service.

6.0. RESPONSIBILITIES:

6.1. Departments requesting shipping services will:

6.1.1. Complete the required forms and obtain the signature of the department administrator authorized to approve expenditures for shipments to be charged to the department.

6.1.2. Provide assistance to Shipping and Receiving on major, time-sensitive shipping requests.

6.1.3. Reimburse Shipping and Receiving for the cost of packing supplies required for large shipments.

6.2. Shipping and Receiving will:

6.2.1. Advise departments of the various shipping options available.

6.2.2. Pick-up the completed forms and item(s) to be shipped from the requesting departments.

6.2.3. Provide packing/wrapping services and ship items to destination.

6.2.4. Resolve problem shipments.

7.0. PROCEDURES:

7.1. Requesting departments will:

7.1.1. Contact Shipping and Receiving for advice as to the available shipping options and any pertinent size, weight, value, content, packaging or time constraints.

7.1.2. Prepare the Claim Report and Return Merchandise/Shipping Request form, SRS 2100 (Appendix 8.1.).

- a. Complete the Claim Report section of SRS 2100 for return shipments of damaged, defective or incorrect merchandise.

- b. Complete the Return Merchandise/Shipping Request section of SRS 2100 for original shipments, repair shipments, and return of materials sent to the University on loan or evaluation.

7.1.3. Prepare the “Purchase and Campus Stores Requisition”, Form 42, and form SRS 2100 for United Parcel Service shipments. The UPS services with the University provides daily morning delivery and afternoon pick-up. Therefore, UPS shipments must be picked up by the Shipping and Receiving Department *the day prior to* the desired shipping date.

7.1.4. Send an email or call Shipping and Receiving to request pick-up service.

7.2. Shipping and Receiving will:

7.2.1. Pick up the completed forms and items to be shipped.

7.2.2. Pack the items to be shipped and include any necessary letters, packing lists, returned stock reports, address labels, claim reports, or service orders.

7.2.3. Prepare the appropriate shipping documents.

7.2.4. Distribute copies of documents related to the shipments to the Accounting Office, requesting departments and Shipping and Receiving files.

8.0. APPENDICES:

- 8.1. Claim Report and Return Merchandise/Shipping Request, SRS 2100. (Available in Shipping and Receiving and the Shipping and Receiving Public Folder.)
- 8.2. Purchase and Campus Stores Requisition, Form 42. (Available for purchase through Campus Stores and the Purchasing Public Folder.)