
CENTRALIZED SHIPPING (MNO-P006)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

Warehouse Centralized Shipping/Receiving Procedures.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

M&O Director

3.0 APPROVAL AUTHORITY:

M&O Director, Director of Accounting

4.0 DEFINITIONS:

4.1 Common Carriers – Shippers in the business of delivering freight, such as Federal Express, United Parcel Service, Oak Harbor Freight, Consolidated Freight, etc. This does NOT include the U.S. Postal Service.

4.2 PGD – Professional Growth Dollars

5.0 PROCEDURE:

5.1 Wenatchee School District is a centralized shipping organization, meaning that all shipments by common carrier are delivered directly to the district warehouse. The purpose of this is to centralize the check-in and accounting procedure for all purchases that require the product to be shipped. By centralizing the shipping, the district relies on a single point of contact, the warehouse manager, to audit all incoming shipments for accuracy and quality, matching against purchase orders or procurement card purchases, for payment approval. The warehouse manager has experience and aptitude to do this to a high standard and efficiency. A de-centralized shipping process would rely on every individual purchaser in the organization, with varying levels of proficiency, to perform that same critical task. History has proven that this method results in lost paperwork and excessive late fees paid to vendors.

5.2 All goods purchased that need to be shipped to the Wenatchee School District need to be addressed to the Warehouse with the purchaser's name on it as follows:

**Name of Building/Program
Name of Purchaser
1001 Circle Street
Wenatchee, WA 98801**

5.3 When a shipment is received, it is checked in by the warehouse manager.

5.4 The shipment is matched up with a purchase order or a procurement card transaction memo.

5.4.1 If there is no corresponding P.O. or procurement card transaction, then a Warehouse Receiving Exception Memo (MNO-F005) is sent to the building principal or director and the recipient for response or action. The shipment is set aside until clarification of payment is made.

5.4.1.1 If the product received is a free shipment for preview, it is released for delivery on notification of that fact.

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- 5.4.1.2** If a P.O. number is provided, it must be matched up with a hard copy or entry in the VAX before it is released for delivery.
- 5.4.1.3** If a procurement card transaction memo or reimbursement form, either signed by an administrator, is provided it is released for delivery.
- 5.4.1.4** If the shipment is a product that was purchased with personal funds to be reimbursed by the district, the purchaser needs to provide a signed copy of the reimbursement and invoice to release the product for delivery.
 - 5.4.1.4.1** The Wenatchee School District warehouse manager is not authorized to make queries into or process returns for products that were purchased on personal credit cards. All dealings with the vendor must be done by the original purchaser whose name is on the credit card used.
 - 5.4.1.4.2** Personal PGD purchases may be shipped to the District warehouse for the purchaser to pickup.
 - 5.4.1.4.3** The district is not responsible to check in, nor is the district responsible for any damage, loss, or shortage to purchases made with personal credit cards that are delivered to the warehouse, even if the material is damaged or missing while in the possession of the district.
- 5.4.2** If the shipment is a product that was purchased with personal funds for personal use, the purchaser must pick up the parcel from the warehouse personally on appointment. The staff member is reminded that it is a violation of district policy to use the district warehouse for receipt of personal merchandise.
- 5.5** The warehouse manager checks the shipment against the packing slip and purchase order or procurement card transaction memo for completeness and checks the shipment for damage.
 - 5.5.1** If there is shipping damage, it is noted on the packing slip for further action.
 - 5.5.2** If there is shortage (other than back-orders) or if there is damage by other than shipping, the vendor is notified for correction.
 - 5.5.3** If there are back-orders noted, a photocopy of the P.O. or procurement card transaction memo is sent to the business office with notations of what has been received and what is still pending.
- 5.6** Once an order is reconciled to a purchase and is fulfilled, including all back-orders and damage replacements, the packing slip is then forwarded to the business office with a copy of the purchase order or procurement card transaction memo and is approved for payment.
- 5.7** The freight is released for delivery to the building
 - 5.7.1** A receiving checklist is filled out and placed in the order which communicates to the receiving party any exceptions to the orders.

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5.7.2 The freight is then placed on the delivery schedule to go to the target school by the District Deliveryman. Schedule can be found at [Delivery Schedule](#).

5.8 All returns of district purchased merchandise can and should be handled by the WSD warehouse manager.

6.0 SPECIAL CONSIDERATIONS:

6.1 Deliveries to the Warehouse are made by appointment only between Monday thru Friday 7:00am and 1:00pm.

6.2 If a shipment is expected and needed at the school right away upon delivery to the warehouse, the purchaser should notify the Warehouse Manager at time of order.

6.2.1 The Warehouse Manager will put the parcel on the watch list.

6.2.2 When the parcel comes in, the Warehouse Manager will notify the purchaser.

6.2.3 The purchaser can come, with an appointment, to the warehouse to pick it up Monday – Friday 7:30am – 3:00pm.

RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Receipt Exception Memo	None	None	None	None

REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
07-Jan-03	A	Original Release
23-Jan-06	B	Updated job titles in 2.1 and 3.1
29-Oct-07	C	Updated 2.0 responsibility to M&O Director, Record Retention Table changed.
13-Apr-12	D	Added definition of PGD. Deleted Reference to PUR-001; and 5.3.4.3 regarding legitimate district purchases made with credit cards; fixed grammatical errors.

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