

**Austin Peay State University  
Central Receiving Procedures**

To better serve our customers, the Physical Plant Central Receiving Department will initiate the following procedures on August 22, 2006

- ❖ When placing your order, the departments will instruct the vendors to put the following information on the shipping label:  
  
Austin Peay State University  
681 Summer Street  
Clarksville, TN 37040  
Name – person placing the order  
Building and room number – where the package should be delivered  
Purchase Order Number (i.e. credit card, departmental purchase order, “P” number) upon placing their orders.
- ❖ Central Receiving will no longer need the paper work for credit card orders or departmental purchase orders faxed to Central Receiving. Each department will be responsible for notifying Accounts Payable that your order is complete and it is ready to be paid. Departments having problems with their orders should contact the vendor to resolve the problem. When a department orders a sensitive item on a credit card or departmental purchase order, a copy of this order should be forwarded to the Inventory Clerk at the Physical Plant for inventory purposes.
- ❖ Central Receiving will continue to receive purchase order copies from the Purchasing Department for the “P” purchase order numbers. We will also open these packages, receive them in the Purchasing program, and notify Accounts Payable when an order is complete. Departments that have problems with their orders should contact the vendor and notify the Purchasing Department.
- ❖ Central Receiving will contact the vendor on any packages that are received in Central Receiving without an employee name or department. Hopefully, this will allow us to identify the recipient and forward it to the right location.
- ❖ If we get a package with no information on the label, we will try to identify it. If we cannot identify it, we will return it through the shipping company that delivered it to us.
- ❖ We discourage the delivery of personal packages to Austin Peay State University. If unforeseen circumstances cause your personal package(s) to be delivered to Central Receiving, it will be your responsibility to pickup the package.

The procedures noted above will get packages to you sooner and with less paperwork.

Thank you in advance for your cooperation and assistance to streamline the receiving process.

8/21/06