

**NEW COLLEGE OF FLORIDA  
REGULATIONS MANUAL**

**CHAPTER 3 - Administrative Affairs**

**3-1011 Central Receiving**

This regulation provides guidelines and controls for all incoming and outgoing shipments and for deliveries to departments via Central Receiving on the NCF campus.

- (1) Upon receipt of package(s), receiving personnel make a preliminary inspection for apparent damage and identify the shipment against the purchase order(s).
- (2) NCF employees or may not use State vehicles to deliver personal packages, and personal shipments should not be addressed in care of NCF.
- (3) All freight addressed to NCF is presumed to be official business unless otherwise determined on inspection.
- (4) Delivery of goods is normally made within twenty-four (24) hours to the ordering department and a member of the Central Receiving staff signs the shipment's invoice or shipping document acknowledging receipt. United Parcel Service and Roadway Parcel Service will deliver items directly to the ordering department if the package bears a complete delivery address.
- (5) Central Receiving is responsible for reporting damaged shipments to the shipping service.
- (6) To avoid liability issues, shipments of chemicals, radioactive materials, prescription drugs, art, scientific equipment, live animals, specimens, computers and medical equipment are not unpacked by Central Receiving personnel. These shipments are delivered intact to the ordering division or department.

*Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001*

*History: Adopted 04-27-02, as policy 5-005; Revised and renumbered 11-06-10; Revised 03-10-17 (technical amendment)*