

<b>City of Commerce Finance</b>	<b>Purchasing</b>	<b>SOP</b>	<b>703</b>
<b>Subject: Central Receiving Storage and Delivery SOP</b>		Version No	1.0
		Effective Date	5/25/2011

## 1.0 Purpose

The purpose of this document is to provide users detailed procedures regarding the Central Receiving Operation of the Purchasing Division which is responsible for receiving, checking, and redelivery of large shipments of supplies, storage of surplus, file storage and materials ordered for all user departments. It will serve as a storage guide within the warehouse area.

## 2.0 Operation

Central Receiving is responsible for receiving and redirecting the materials to the requesting departments and for return shipments. In some cases supplies and equipment will be delivered directly to the ordering department due to predetermined instructions by the purchasing agent/department. When this takes place the Central Receiving Staff will assist the driver to the proper location and insure the point of contact or their representative are available to accept delivery.

Central Receiving will make every effort to contact the receiving department of the merchandise and if the department cannot be reached for acceptance of the delivery then the receiving staff will verify and sign for the merchandise and issue the owning department the supplies and equipment at a later date.

Please contact the Purchasing Division x4421 or Central Receiving x4449 if you have questions.

## 3.0 Large Shipment Items

Prior to ordering or expecting large shipments, please inform the Purchasing and the Central Receiving staff so they can make the proper storage arrangements. Please provide a **two (2) weeks notice** of this order.

## 4.0 Delivery Schedule

Depending on Central Receiving staff coverage deliveries are made to City Hall on a daily basis at 10:00 am and 3:00 pm. If the Central Receiving staff is not available then deliveries are made the following business day. If there are rush orders such as a large office supplies and Central Receiving staff is not available to deliver then the ordering department may send staff to pick up the items. Departments that order large bulky items (i.e. furniture, large equipment) are to contact the Public Services Division to make arrangements for pick up and installation. Central Receiving staff will contact the Parks and Recreation department for pick up when large Park items are received such as landscape and playground equipment

## 5.0 Storage

### Eligibility Conditions

a) Short-term or long-term storage requires an email request to [CentralReceiving@ci.commerce.ca.us](mailto:CentralReceiving@ci.commerce.ca.us) describing the property and the anticipated term for storage.

b) Eligibility of storage is based on available space.

c) The property held in storage shall not exceed the allotted space.

d) Participating departments must develop and maintain an inventory of the property in storage.

e) The property must still be necessary to the department.

f) The property must be durable to withstand dust, humidity and varying temperatures.

g) Transportation of heavy, bulky, or numerous packages shall be made with the Public Services Division.

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**Ineligible Conditions**

- a)The property cannot be securely or properly stored.
- b)The property can be easily damaged or potentially broken in storage.
- c)The property may be considered dangerous or potentially hazardous
- d)The property is no longer needed or useable.
- e)The addition of property will exceed the allotted space.

**6.0 Central Receiving/Warehouse Facility**

**Figure: 6.1 A schematic diagram of the Warehouse facility. (Not to Scale)**

