CENTRAL RECEIVING & STOCKROOM POLICY

Policy Id:
Bus.012 – Central Receiving and Stockroom Policy

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Hours of Operation: 7:00am – 5:00pm
STOCKROOM/CENTRAL RECEIVING POLICY:

The Central Receiving & Stockroom area is responsible for the receiving and shipping of packages. The JJC stockroom supplies are ordered via the online ordering Access system and are managed by the Central Receiving area.

Receiving Services
Central Receiving receives all deliveries to the college for verification and distribution. Once packages are identified and counted they are delivered to the intended department. A new scanning system is now used to enter the package information electronically and receiving department staff may now sign electronically for received packages, which are also logged into the computer. This allows for easy identification and location of all deliveries. Most deliveries arrive via UPS, USPS, FedEx, DHL and various trucking companies.

Shipping Services
Outgoing packages are also handled by the CR department. These packages are either picked up by the receiving staff, or brought to the department by the department shipping the package. It is then sent out with requested vendor.

Stockroom Supplies
The John Jay College stockroom supplies consist of copy paper, blank white #10 envelopes, and envelopes with college letterhead, blue exam books and toner for personal printers, and for the Konica Minolta multi-function copiers/printers. These items may be ordered via the JJC online ordering system. Only designated personnel may order. A designee form may be requested via email to Estefania Di Bua at edibua@jjay.cuny.edu or by calling her at ext. 8530. Upon receipt of completed designee form, Ms. Di Bua will add, change and/or revise the current designee information for the requesting department.

Charge Backs
Grant programs, IFR programs and outside services/groups will be invoiced on a quarterly basis for the cost of supplies ordered from the JJC Stockroom.

Toner Recycling
Printer toner cartridges are collected and sent for recycling by the Stockroom staff. Forward all used printer toner cartridges via interoffice mail to the Stockroom for recycling.

Related documents:
Proftech.com/JJC Stockroom Designee Form
Receiving & Verification Report (RVR)