

**SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT 522
BOARD POLICY MANUAL**

POLICY ISSUE Receiving

POLICY CODE 6017

POLICY STATEMENT

DATE ADOPTED _____

DATE(S) REVIEWED March 2012

DATE(S) AMENDED 03/12

The Board of Trustees of Southwestern Illinois College recognizes that controlled receiving of materials, equipment and goods is a vital function of business operations at the College; and, such operations are the responsibility Vice President for Administrative Services through the Director of Auxiliary Services and the Shipping & Receiving Coordinator.

Policy

SWIC Shipping & Receiving is the agent for Southwestern Illinois College for the receiving of items shipped to the College.

SWIC Receiving policy is purposed to protect the College by assuring that faculty, staff and vendors follow sound business practices (particularly separation of purchasing, receiving and payment functions), that all incoming shipments are for goods ordered in accordance with SWIC purchasing procedure, that shipments are received whole and undamaged, that all receipts are appropriately recorded, that items are tagged as grant-purchase and/or College assets as necessary, and that incoming goods are stored securely until they are delivered to their final SWIC recipient.

Receiving at the Belleville Campus shall be conducted at the Receiving Dock located on the south side of the Main Complex Building, at 2500 Carlyle Avenue, Belleville, IL, 62221. The phone number to Receiving is 618-222-5307, and all incoming deliveries with the exception of U.S. Mail shall be delivered to the Dock.

Receiving at the Sam Wolf Granite City Campus shall be conducted at the Shipping and Receiving Office located on the north side of the Complex, at 4950 Maryville Road, Granite City, IL, 62040. The phone number to the Shipping and Receiving Office-SWGCC is 618-797-7489, and all incoming deliveries shall be coordinated through that office, with the exception of small packages received by either the Administration Office or the Industrial Technology Center (ITC), and parcels received by the Bookstore.

Receiving at the Red Bud Campus may be conducted at the Administration Office located at the main entrance to the complex, at 500 West South Fourth Street, Red Bud, IL, 62278. The phone number to the Administration Office-RB is 618-282-6682, and all incoming deliveries shall be coordinated through that office by an Administrator, designee, or Physical Plant employee.