TEXAS A&M UNIVERSITY CORPUS CHRISTI

CENTRAL RECEIVING

"BY THE TRUCKLOADS"

Objectives:

- To clearly define the various processes involving Central Receiving
- To provide a reference guide for the Financial Managers to use.

Receiving Shipments

Central Receiving receives almost all of the shipments delivered to Texas A&M University-Corpus Christi. All in-bound shipments are examined, identified, and separated as deliveries are made. All Purchase Orders are separated by purchase type according to the referenced Limited (L) or Purchase (P) Order number noted on the shipment as well as any BAM Purchase order number noted on the shipment

- **The shipping label is scanned into the SC Logic software for tracking purposes by the receiving clerk.**
- **The dollar amount and object code is verified on FAMIS screen 278 Document Inquiry, F8 Account Distribution to determine if item(s) ordered are controlled or capitalized.**

Inventory controls apply if :

- Capitalized items start with the “8000” series and purchase price is $5,000 or above

- Controlled items start with object code:
  5775, 5780, 5781, 5782, 5785, 5787, 5788, or 5799 and purchase price range from $0.00 to $4,999.99

Central Receiving will begin the receiving process in FAMIS, FRS Screen 320 “Receiving Document Create”.

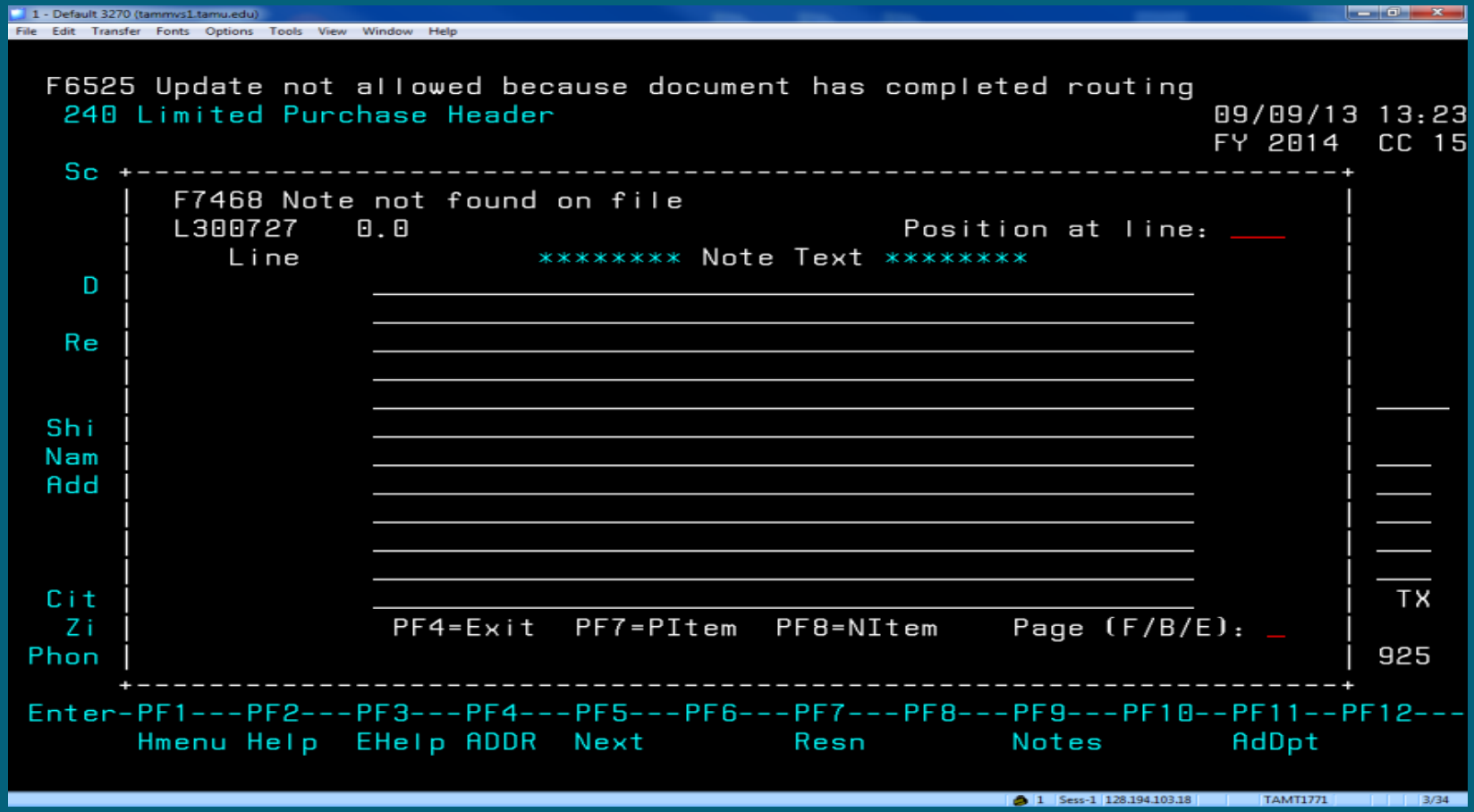
- **Every TAMU-CC controlled/capitalized property must have an asset tag label affixed to it.**

- **Central Receiving creates Asset tags in FAMIS with Screen 360 -- Build Preliminary Assets.**

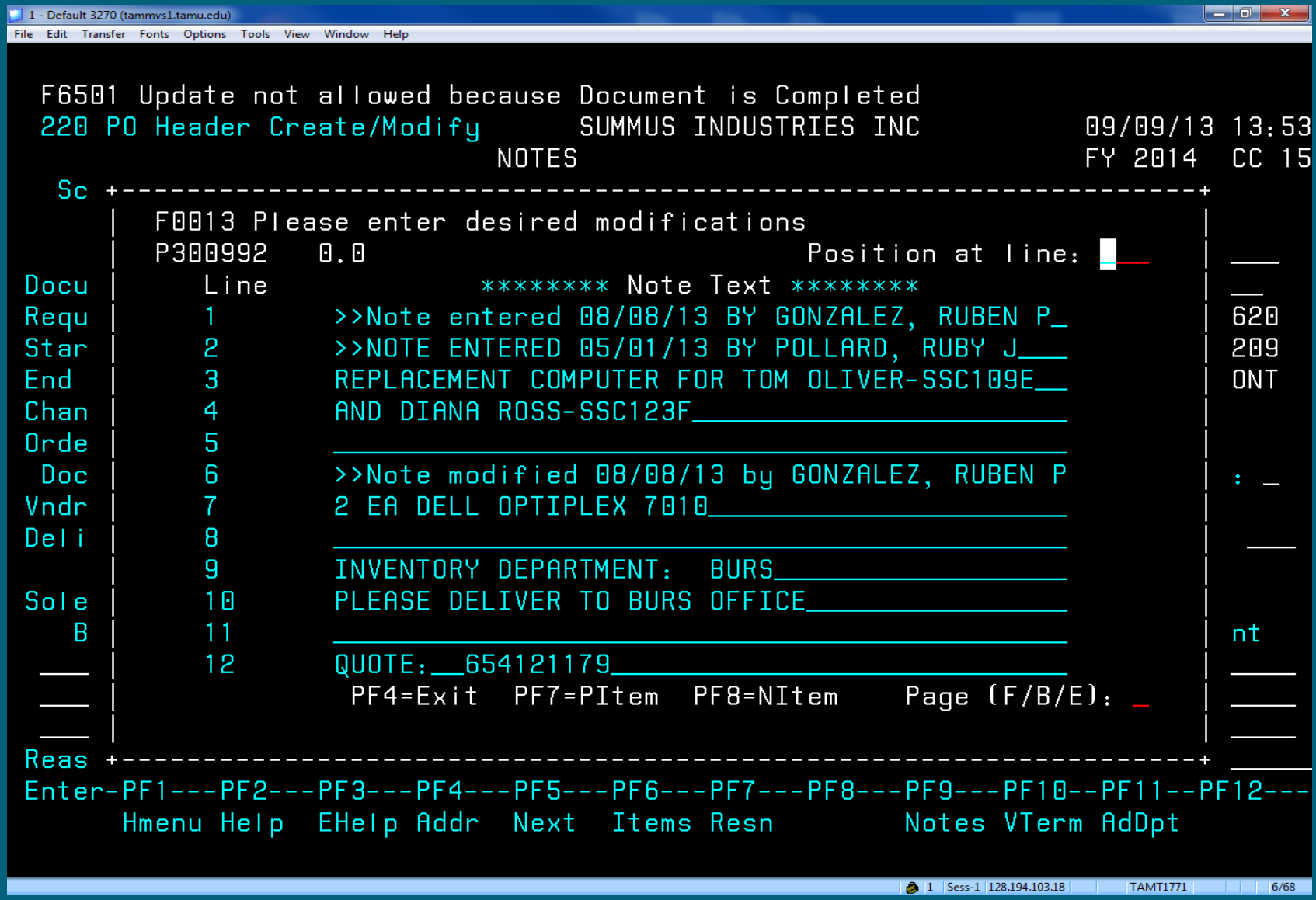
- **TAG numbers are automatically generated by FAMIS. The tag number consists of 12 digits, the first two (15) is the Building for Campus, the next two is the fiscal year, then there are three extra zero's followed by the assigned serial number which is only five digits at the time – the extra zero's will allow room for numerical expansion if needed.**

- **Where to Deliver? --- F9 notes are verified to determine where the delivery is to be made on campus. If the order was created on a Limited (L), the F9 notes on screen 240 are verified. If a Purchase (P) Order was created, the F9 notes on screen 220 are verified**

- **Ex. No F9 notes**



Ex. With F9 notes



- **Central Receiving creates a TAMU-CC delivery/routing label for each shipment using the SCL tracking software and affixes the label to the package(s).**

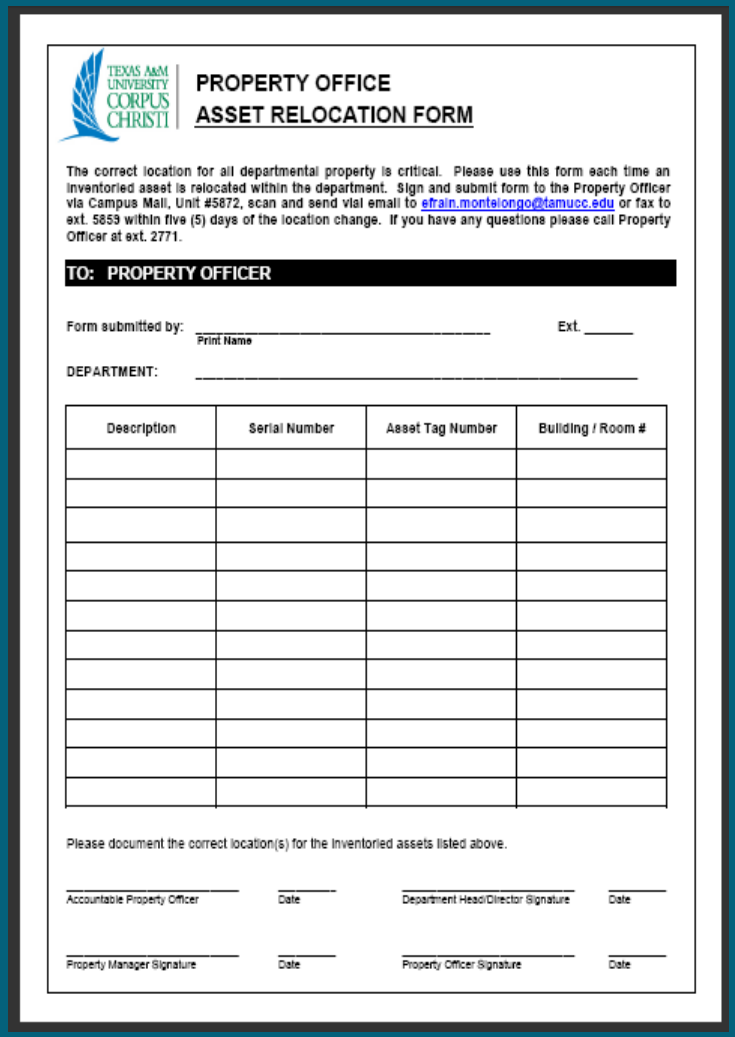
- **The department designee authorized to accept delivery signs for the delivery using the hand held scanner. The SCL tracking software transfers the signature and stores it for future reference.**

- **The Accountable Property Officer for the department completes the Property Asset Location Form included with shipment delivery attached to packing slip. This form can be found on the Property website.**

The completed form is returned to the Property Officer and State Property Accounting Officer.

This information is then entered into FAMIS to update the system for spot audits and asset tracking purposes.

DELIVERY IS COMPLETED!



TEXAS A&M UNIVERSITY CORPUS CHRISTI

PROPERTY OFFICE
ASSET RELOCATION FORM

The correct location for all departmental property is critical. Please use this form each time an inventoried asset is relocated within the department. Sign and submit form to the Property Officer via Campus Mail, Unit #5872, scan and send via email to efrain.montelongo@tamucc.edu or fax to ext. 5859 within five (5) days of the location change. If you have any questions please call Property Officer at ext. 2771.

TO: PROPERTY OFFICER

Form submitted by: _____ Ext. _____
Print Name

DEPARTMENT: _____

Description	Serial Number	Asset Tag Number	Building / Room #

Please document the correct location(s) for the inventoried assets listed above.

_____ _____ _____ _____
Accountable Property Officer Date Department Head/Director Signature Date

_____ _____ _____ _____
Property Manager Signature Date Property Officer Signature Date

Returning Merchandise

Determine how item was purchased:

- **If purchased with a “P” prefix, contact your buyer. The Procurement Department is responsible for initiating and monitoring purchase order.**

- **If purchased with an “L” prefix or Procurement Card (P-Card) , the creator for the department is responsible for initiating the return**

- **Departments are responsible for having their packages properly packaged and wrapped with a correct address label attached.**
- **Maximum weight per package: 150 lbs**
- **Maximum size per package:**
  - **108" maximum length, with 130" maximum combined length and girth**
  - **Packages less than 30 lbs but between 84 and 130" in combined length and girth are considered oversize and charged as a 30 lb package.**

- **Carriers do not deliver to P.O. Box addresses.**
- **Central Receiving can only be used only for carrier ground service (no "Second Day Air" shipments) to the 48 continental United States.**
- **Cash On Delivery (COD) shipments cannot be arranged through Central Receiving.**
- **Hazardous chemicals or radioactive materials cannot be shipped through Central Receiving.**
- **Departments must provide a complete description of items being shipped and must be able to document the value of the item shipped should the need arise to file a damage or loss claim.**

- **Central Receiving is not responsible for damages or loss incurred during package shipment, but will “assist” the sender in filing a claim with the private carrier.**

Tracking Shipments

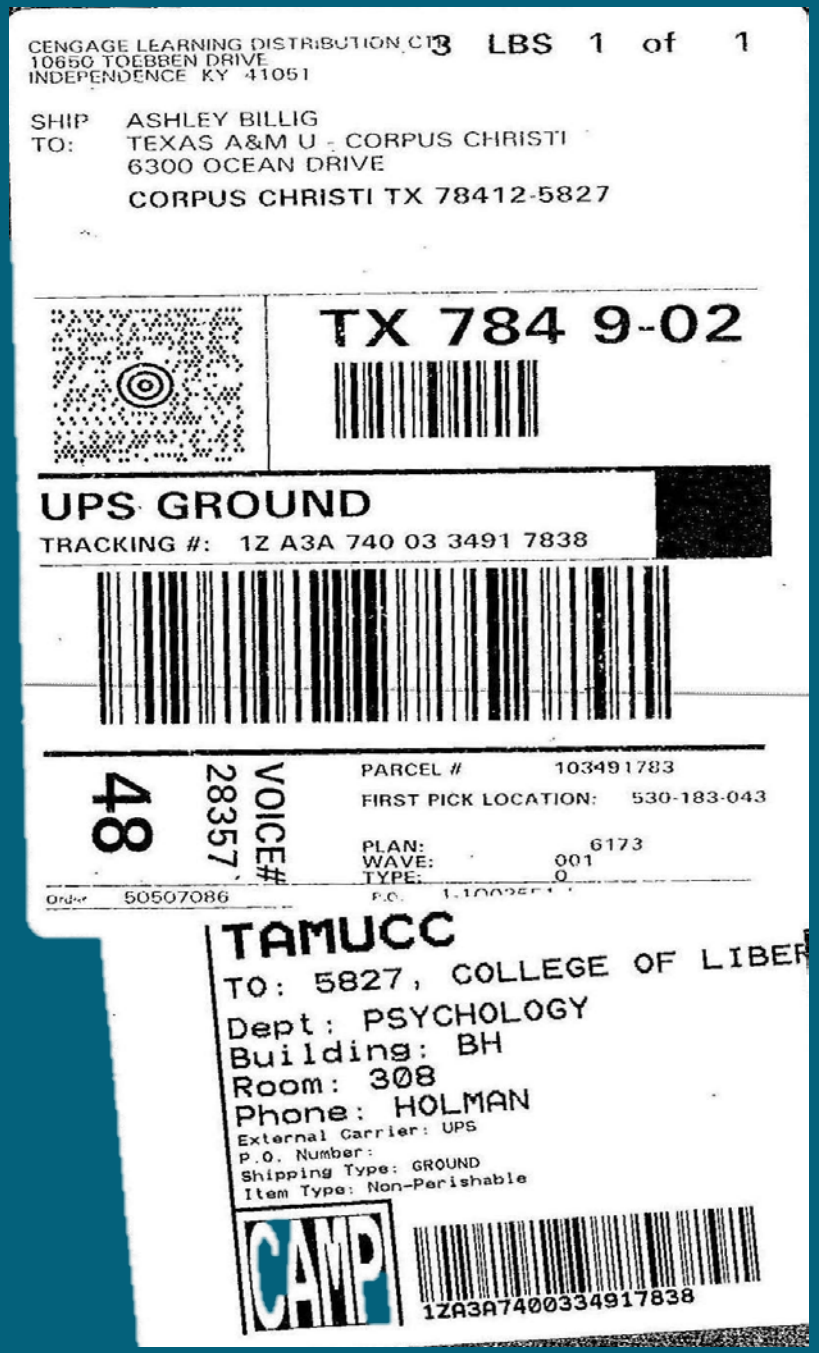
Central Receiving uses SCL*Intra*™ barcode tracking software, mobile computing hardware and package shipping software to monitor and control the flow of inbound, outbound and internal tangible objects — packages / parcels, property, as they enter, exit and move through the University. Central Receiving uses a hand-held data collection device to capture signature when packages are delivered and allows them to track any object, and monitor distribution, anywhere within the University.

When trying to track a shipment addressed to the university, call the vendor and request the tracking number or proof of delivery. This number can track the status of a package, its location, when delivered and who signed for it.

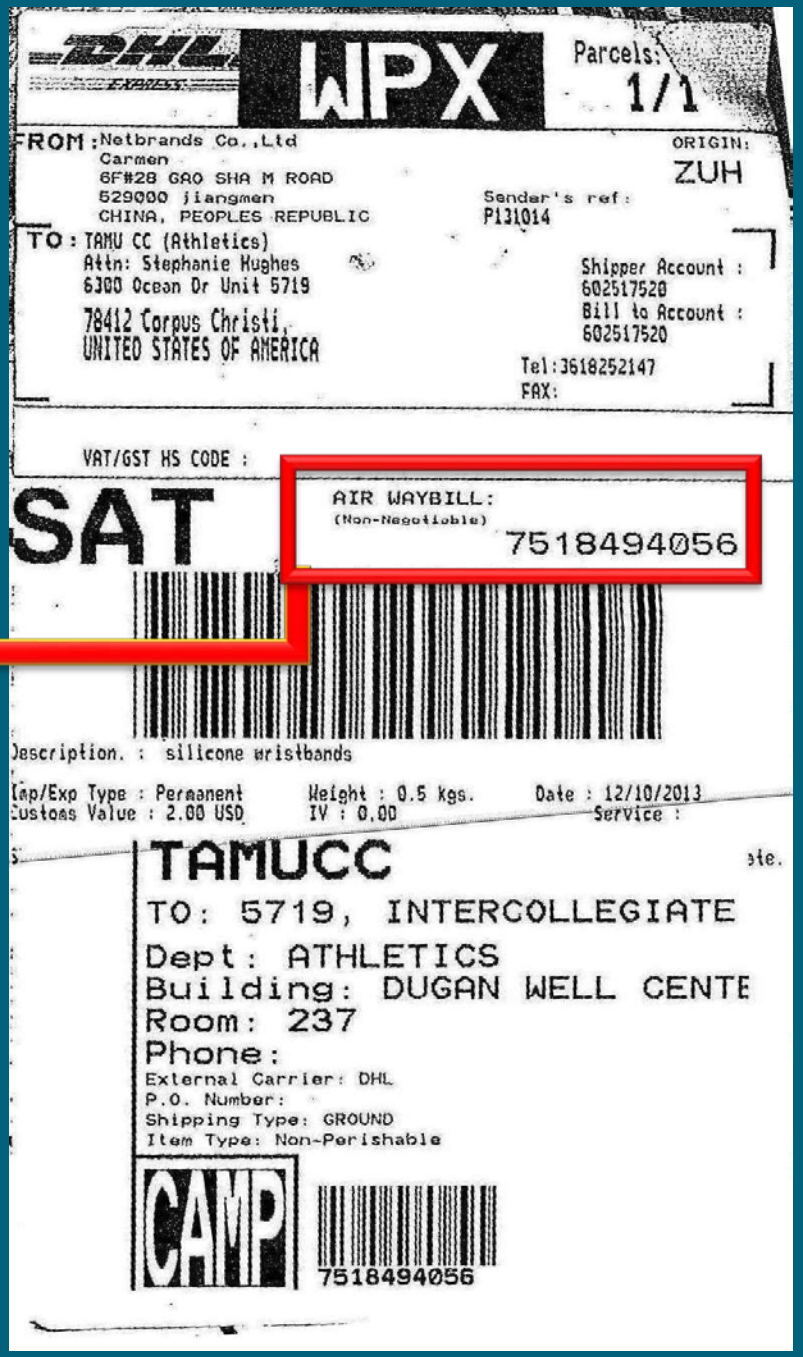
Tracking your shipment with

FedEx

Tracking your shipment with



Tracking your shipment with



Surplus Process for
Capitalized, Controlled and Non-Controlled Items

The objective here is to have better management controls of capitalized, controlled, and non-controlled surplus items that are transferred to Central Receiving.

- **Capitalized and Controlled surplus items include, but not limited to, computers, fax machines, cameras, projectors, golf carts or any items that are on the Department's inventory. These items have an assigned fixed asset tag applied on them.**

- **Non-Controlled surplus items include, but not limited to, desks, filing cabinets, chairs, printers or any items that are not on the Department's inventory. These items do not have an assigned fixed asset tag applied on them.**

Surplus Process - Disposing Item of No Value

If the surplus item has no value or is in extremely poor condition, take a picture, scan it, and send to the Warehouse Supervisor. christopher.lopez@tamucc.edu

- **The Warehouse Supervisor will make the determination as to how to dispose of the item.**
- **Scanned photos of controlled and non-controlled surplus items destroyed/disposed will be kept by the Warehouse Supervisor for recordkeeping.**
- **We cannot accept items that cannot be resold or utilized again by another department.**

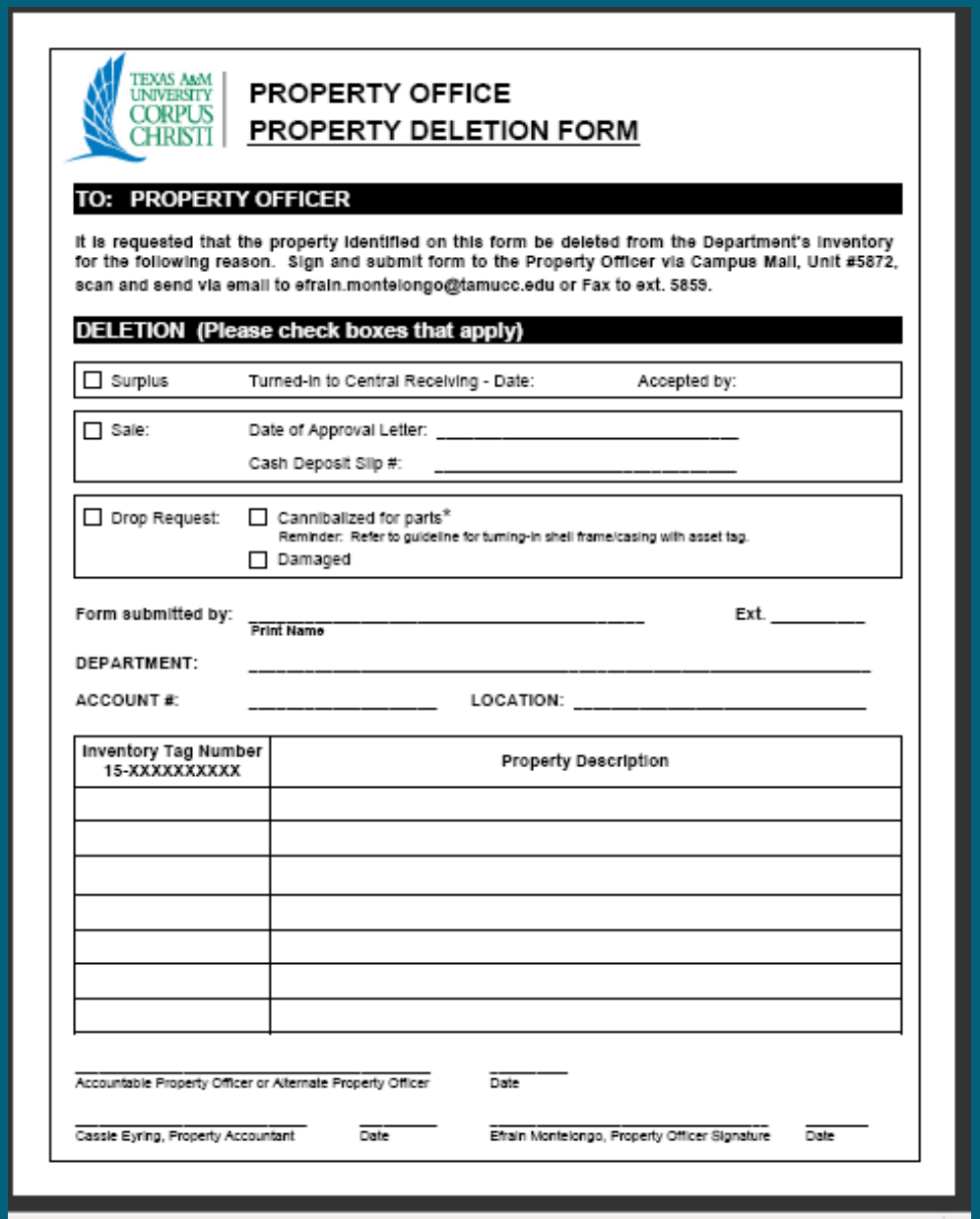
Surplus Process - Disposing Item of Value

The accountable Property Officer for the department must prepare and submit to Central Receiving a Property Deletion form if surplus items are controlled or a Department Surplus or Salvage Notice Form if surplus items are non-controlled. Accountable Property Officer must clearly mark every item listed on either form as a surplus item.

- **The Warehouse Supervisor reserves the right to inspect surplus items, especially large requests, prior to turn-in due to space availability and daily receiving operations.**
- **Central Receiving will only accept delivery of surplus items during the following hours: Monday thru Friday: 8:30 – 10 a.m. and between 1:00 - 4 p.m.**

Surplus Process - Disposing Item of Value

Use this form if surplus items are capitalized or controlled.



TEXAS A&M UNIVERSITY CORPUS CHRISTI

PROPERTY OFFICE
PROPERTY DELETION FORM

TO: PROPERTY OFFICER

It is requested that the property identified on this form be deleted from the Department's inventory for the following reason. Sign and submit form to the Property Officer via Campus Mail, Unit #5872, scan and send via email to efrain.montelongo@tamucc.edu or Fax to ext. 5859.

DELETION (Please check boxes that apply)

☐ Surplus — Turned-In to Central Receiving - Date: _____ Accepted by: _____

☐ Sale: — Date of Approval Letter: _____
Cash Deposit Slip #: _____

☐ Drop Request:
☐ Cannibalized for parts*
Reminder: Refer to guideline for turning-in shell frame/casing with asset tag.
☐ Damaged

Form submitted by: _____ Ext. _____
Print Name

DEPARTMENT: _____

ACCOUNT #: _____ LOCATION: _____

Inventory Tag Number 15-XXXXXXXXX	Property Description

_____ _____
Accountable Property Officer or Alternate Property Officer — Date

_____ _____ _____ _____
Cassie Eyring, Property Accountant — Date — Efrain Montelongo, Property Officer Signature — Date

Surplus Process

Transfer Departmental Property (TDP) - CANOPY

- CANOPY offers the ability for departments to electronically initiate the transfer of property. The total process involves creating a TDP (Transfer Departmental Property) document, routing it for approvals and posting the transfer transaction(s) in Fixed Assets. One transfer document can be used to initiate many transfers.
- Existing FAMIS Security and FAMIS Routing & Approvals structures are used. Specific routing paths can be established for the transfer documents using the TDP form. While creating and editing the TDP documents is only available through CANOPY, the approval actions and inquiry to the routing documents can be done either in CANOPY or using the FAMIS screens. Security access for use of the TDP process is based on FAMIS FFX security.
- The Property Officer for each department is your point of contact. They work in conjunction with FAMIS Services to set up the required tables including those in Routing & Approvals. If a department would like to take advantage of this process, please contact the property office at ***inventory@tamucc.edu*** and someone will guide you through the setup and answer all questions.
  http://budget.tamucc.edu/assets/canopytrain.pdf

Surplus Process
Disposing Item of Value

- **Warehouse Supervisor will use the information provided on either form to process a work order with Facilities Services to transport the surplus items to Central Receiving. An account number is required for labor charges.**

- **Facilities Services will use the information on the work order to request a quote from outside vendor to pick up the identified surplus items. Outside vendor will ONLY pick up the items listed on their service work order.**

Surplus Process - Disposing Item of Value

- **Facilities Services will charge labor to the department account via Interdepartmental Transfer (IDT) when work order is complete.**
- **Deliveries will not be accepted between the hours of 10:00 a.m. and 1:00 p.m. when Central Receiving is receiving incoming daily freights from commercial truck firms (UPS, FedEx, freight carriers, etc.). Deliveries by departments not using Facility Services should be done before 10:00 a.m. or after 1:00 p.m.**
- **Surplus property is available for viewing and on first come basis. Contact Central Receiving to schedule time. Forms are available on Central Receiving website.**
- **(Note: Closed toed shoes are required when entering the Central Receiving warehouse)**

Object Codes

Determining what object code to use can be challenging. In this part of the training we will go over the importance of using the proper object codes when preparing limited purchase orders and requisitions submitted to Purchasing to create purchase orders.

An Object Code is a four digit number that is used to clarify item and type of expense. Object Code chart can be found on the Procurement and Disbursements Department website. You can also use the Expense Object Codes Reference search tool. http://apps6.system.tamus.edu/objcodes/default.aspx

Object Codes

Using the correct object codes is important because they identify the specific items being purchased and records it to the department's inventory.

Which object codes affect the department inventory?

Capitalized items that use the "8000" series and the purchase price is $5,000 or above.

OR

Controlled items that start with object code: 5775, 5780, 5781, 5782, 5785, 5787, 5788, or 5799 and purchase price range from $0.00 to $4,999.99

Object Codes

Who is responsible for selecting an object code?

The creator of the purchasing document. Contact your department's buyer for assistance if needed.

What happens if wrong object code is used?

- **Central Receiving cannot begin the receiving process**
- **It delays shipment delivery**
- **Affects department's receiving**
- **Affects department's inventory**
- **Delays payment**

FURNISHINGS & EQP. $0.00 - $4,999.99

(BUDGET POOL/4000)	FAMIS	STATE
Office Furn and Equip - $0-4,999.99	5750	7334
Medical & Lab Equip - $0-4,999.99	5751	7334
Institut Furn & Equip - $0-4,999.99	5752	7334
Shop and Indust Equip - $0-4,999.99	5753	7334
Marine Equipment - $0-4,999.99	5754	7334
Uniforms and Clothing - $0-4,999.99	5755	7334
SOFC-Clothing	5756	7546
PC Peripherals/Add Ons $0-4,999.99	5760 ■	7377
Computer Software License - $0-100,000.00	5761	7380
Educ Books, Film & Ref - $0-4,999.9	5765	7382
Purchase of Animals - $0-4,999.99	5767	7384
Telecom - Equip Purch - $0-4,999.99	5770	7517
Fabrication of Equip - $0-4,999.99	5772	7330
HEF Funds Only	5773	7340

CONTROLLED BUT NON CAPITALIZED FURNISHINGS & EQP.
(Except firearms & cash registers)
$500 - $4,999.99 (BUDGET POOL/4000)

Firearms $0-4,999.99	5775	7374
FAX Machines $500-4,999.99	5777	7374
Stereo Systems $500-4,999.99	5780	7374
Cameras $500.00-4,999.99	5781	7374
VCR's/TVs/Camcorders $500-4,999.99	5782	7374
Cash Registers-Agy Ctrl $0-4,999.99	5785	7374
Unfrms/Clthg-Agy Ctrl $500-4,999.99	5786	7374
Computers (micro) $500.00-4,999.99	5787	7378
Computer Printers $500.00-4,999.99	5788	7378
Med/Sci/Lab EQ-AGY CT $500-4,999.99	5792	7374
Golf Cart & Terrian Carts & Others $500-4999.99	5799	7374

RENTAL & LEASING (BUDGET POOL/4000)

Rental of Tools and Equipment	5810	7406
Rental of Office Equipment	5811	7406
Rental of Medical Equipment	5812	7406
Rental of Containers	5813	7406
Rental of Computer Equipment	5820	7411
Rental of Radio Towers	5822	7401
Rental of Copying Machines	5825	7406
Rental of Computer Software	5830	7415
Rental of Reference Material	5835	7421
Rental of Motor Vehicles	5840	7442
Rental of Aircraft - Private Co.	5845	7445
Rental of Aircraft - Aircraft Poolg	5846	7444
Rental of Aircraft - Univ Exempt	5847	7443
Rental of Marine Equipment	5850	7449
Rental of Land	5855	7461
Rental of Office Bldg/Space	5860	7462
Rental of Service Buildings	5865	7468
Rental of Storage Space	5869	7470
Rental of Space - Other	5870	7470
Rental of Exhibit Space	5871	7470

Tuition Rebates	5905	7696
Scholarship Discounts	5907	7683
Scholarships - Undergraduate	5910	7679
Scholarships - Graduate	5915	7679
Scholarships - Post Doctoral	5920	7679
Tuition & Fee Remissions & Exemp	5925	7683

GRANTS (BUDGET POOL/4000)

Grants - Senior Colleges and Univ	6010	7604
Grants - Other Political Subdivis	6015	7613
Grants - Community Service Programs	6020	7623
Grants - Conferences and Seminars	6025	7202
Grants - Student Stipends on SPR	6030	7679
Grants - Travel & Other Related Exp	6031	7213
Grants - Student Tuition & Fees	6032	7679

DEBT RETIREMENT (BUDGET POOL/4000)

Defeasance of State Bonds	6110	7800
Interest on State Bonds	6115	7801
Interest - Other	6120	7801
Principal on State Bonds	6125	7803
Principal on Other Indebtedness	6130	7804

OTHER (BUDGET POOL/4000)

Inter-agency Contracts and Trans	6210	7299
Trust or Suspense Payment	6215	7902
Group Insurance Prem for Retirees	6225	7041
Penalty on Late Payment to Vendor	6230	7806
Bad Debt Expense-Tuition/Fees	6310	7862
Bad Debt Expense-Professional Fees	6311	7862
Bad Debt Expense-Other Sales	6312	7862
Fines and Penalties	6315	7565
Investment Fees	6320	7210
Other Expenses - Local Only	6335	7574
Contract Equipment-NonInventory	6336	7334
Catering Services	6338	7299
Bus. Meals(Staff) Conf./Wtr/Food	6339	7546
Business Meals(Non-Staff)	6340	7546
Alcohol Purchases - Approved accts	6341	7574
Development Fee	6350	7567
Development Fee Return	6351	7567
Infrastructure Support	6355	7210
Arbitrage	6360	7808
Dormitory Charges for Students	6361	7213
Food Services for Classes	6362	7213
Housing for Guest Instructors	6363	7252

GRANTS ONLY

Participant Costs - Conf & Short Cs	6365	7203
Participant Costs - Tuition	6366	7202
Participant Costs - Fees	6367	7203
Participant Costs - Books	6368	7203
Participant Costs - Materials	6369	7203
Participant Costs - Travel	6370	7213
Participant Costs - Travel Out of S	6371	7213
Participant Costs - Foreign Travel	6372	7213
Participant Costs - Room and Board	6373	7213
Participant Costs - OtherMeals/Catering	6374	7213

OTHER (BUDGET POOL/4000)

Training- Non-State Employees	6377	7213
Game Guarantee Expense	6380	7574
Participant Costs - Conf & Short Cs	6365	7203

Administrative Allowance	6415	7558
Subawd Oth Srcs-Oth Ents-First $25K	6449	7299
Subs Oth Fds-Oth After First $25K	6450	7299

ITEMS PURCHASED FOR RESALE (BUDGET POOL/4000)

Items Purchased for Resale	6901	7393
Raw Materials Purchased	6902	7394
Items for Resale - Books	6904	7382
Inventory Adjustment - Resale Items	6920	7393
Srvs Resold to Dept-Phys Plant only	6930	7266

CAPITAL OUTLAY $100,000> (BUDGET POOL/8000)

Purchase of Land	8010	7345
Purchase of Buildings	8110	7342
Building Improvements	8115	7343
F & OI Drives/Prkng Lots/Paths/Trails	8210	7336
F & OI Fences	8212	7336
F & OI Sports Facilities	8213	7336
F & OI Other Facilities Improvements	8214	7336

CAPITAL OUTLAY $500,000> (BUDGET POOL/8000)

Athletic Equipment	8245	
Infrastructure & Infr Improvements	8250	7356

LEASEHOLD IMPROVEMENTS/ LEASE PURCHASE $100,000> (BUDGET POOL/8000)

Leasehold Improvements	8310	7344
Lease Purch Furnishings & Equip	8350	7376
Lease Purch Computer Equipment	8355	7386
Lease Purch Infras - Telecom	8360	7519
Lease Purchase M/V - Passenger Cars	8370	7351
Lease Purchase M/V - Other	8371	7352

CAPITALIZED FURNISHINGS & EQUIPMENT $5,000 + (BUDGET POOL/8000)

Motor Vehicles-Cars & Vans	8410	7371
Motor Vehicles - Trucks, Trailers, & Carts	8415	7372
Classroom Teaching Aids/Instr Equip	8420	7373
Office Furnishings and Equipment	8421	7373
Medical and Laboratory Equipment	8422	7373
Specimens/Collections/Works of Art	8423	7369
Other Instit Furn and Equipment	8424	7373
Shop, Farm & Industrial Equipment	8425	7373
Marine Equipment	8426	7373
All Other Personal Property	8427	7361
Purchase of Aircraft	8430	7375
Computer Equipment	8435	7379
★Purchase & Maint of Cmptr Software	8440•	7387
Telecom-Equipment	8445	7512

LIBRARY & REFERENCE BOOKS CAPITALIZE ALL $ (BUDGET POOL/8000)

Library Books & Reference Materials	8510	7389
Library Periodicals	8511	7389

LIVESTOCK & POULTRY (BUDGET POOL/8000)

Purchase of Animals	8610	7386

CAPITALIZE ALL $ (BUDGET POO

C.I.P. - Constr/Rehab of Buildings
C.I.P. - Con/Reh - Other than Bldgs
C.I.P. - Advertising
C.I.P. - Archi/Engineering Services
C.I.P. - Construction of Roads
C.I.P. - Other Services
C.I.P. - Project Mgmt/Admin
C.I.P. - Fabrication of Equipment

INDIRECT COST EXPENSE (BUDG

Indirect Cost - Federal
Indirect Cost - Federal Pass Thru
IDC - Federal Flow Thru - TAMRF
IDC - Fed Pass Through - Non-Tx S
IDC - Fed Pass Thru-TX State Univ
IDC - Federal Flow Through - TAMU
Indirect Cost - State
IDC - State Flow Thru - TAMRF
IDC - State Pass Through
IDC - State Pass Through - Non-Tx
IDC - State Flow Through - TAMUS
Indirect Cost - Local
IDC - Other Sources - TAMUS
IDC - Other Flow Thru - TAMRF
Indirect Cost - Private
Indirect Cost - Foreign
Indirect Cost-Fixed Price Residual

Notes

■ *Do not use to purchase a comp*

▲ Should be used for $0-$99,999. and improvements other than

• must have a useful life of more and more than $ 5,000 in unit va (divide cost by number of licens

* For all C.I.P. Accounts Only, ex Acct# 8309XX, use 5471 Intra- Agreement

W* Contact Purchasing Dept if state money and over $10,

★ New Code for $$ amount per State of Texas GASB Utilize code 5761 when u

14.00 x 8.50 in

Records Storage

Departments are responsible for their own records retention, storage and timely disposal, but must comply with applicable state laws, system regulations and university procedures for records management. Records Retention Schedule can be found at:

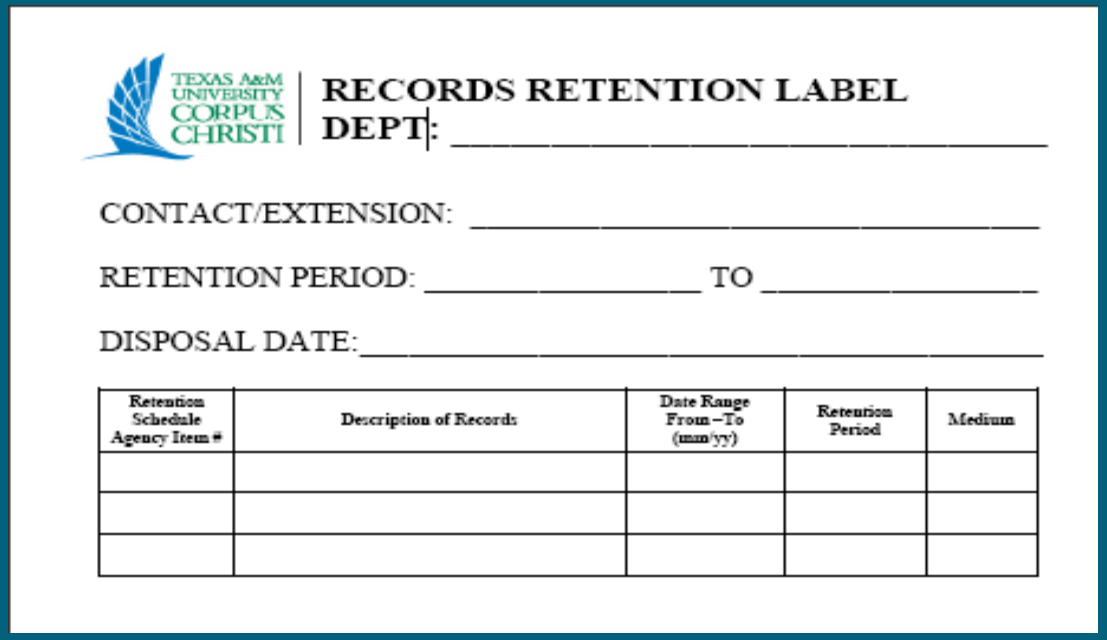
http://rattler.tamucc.edu/Records/index.html

This segment outlines how to properly prepare your records for storage in Central Receiving.

Records Storage

Departments must box and label records. No boxes will be accepted without proper labeling. Records Retention label can be found on the Procurement and Disbursements website, Central Receiving under forms.

http://adminservices.tamucc.edu/procurement_disbursements/central_receiving/forms.html



TEXAS A&M UNIVERSITY CORPUS CHRISTI

RECORDS RETENTION LABEL

DEPT: _____

CONTACT/EXTENSION: _____

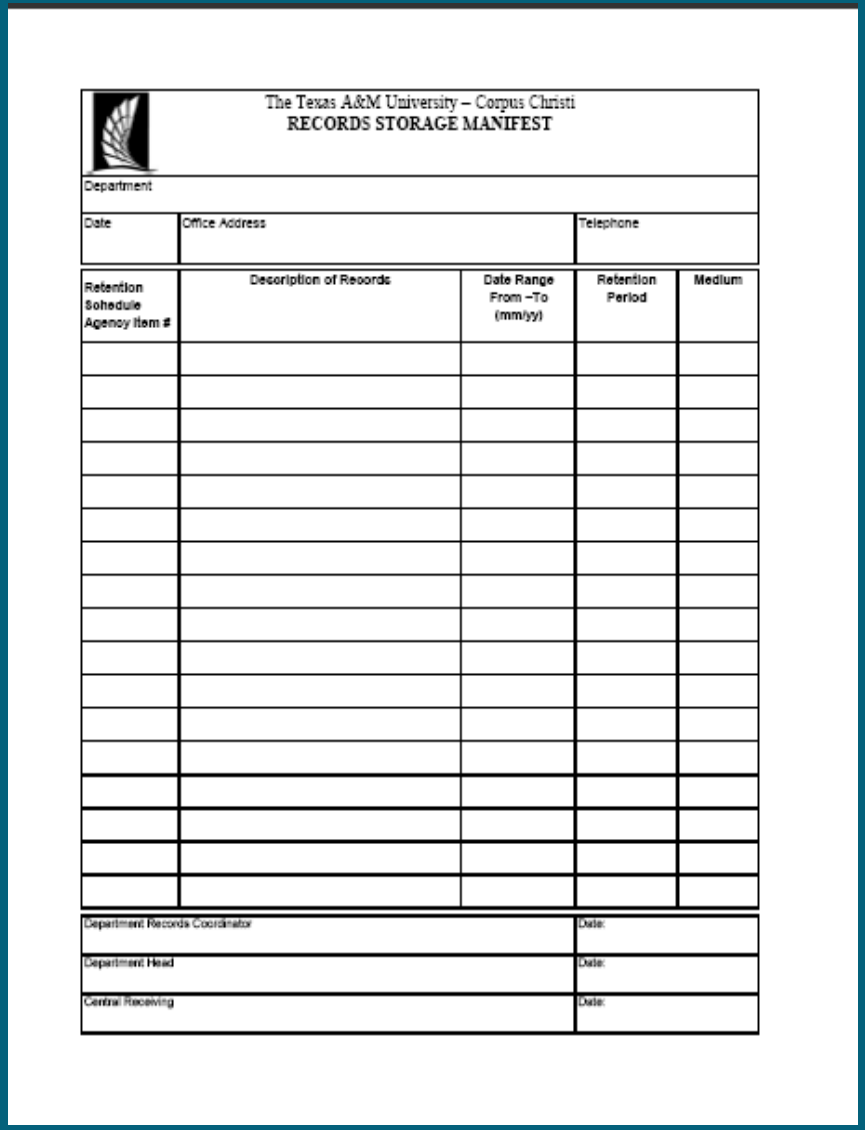
RETENTION PERIOD: _____ TO _____

DISPOSAL DATE: _____

Retention Schedule Agency Item #	Description of Records	Date Range From–To (mm/yy)	Retention Period	Medium

Records Storage

- To initiate transfer of records, forward an executed Records Storage Manifest via email to Central Receiving Ware-house Supervisor or Warehouse Operations Specialist. Include in the email the number of boxes, location, point of contact and account number for labor charges.



The Texas A&M University – Corpus Christi
RECORDS STORAGE MANIFEST

Department

Date	Office Address	Telephone

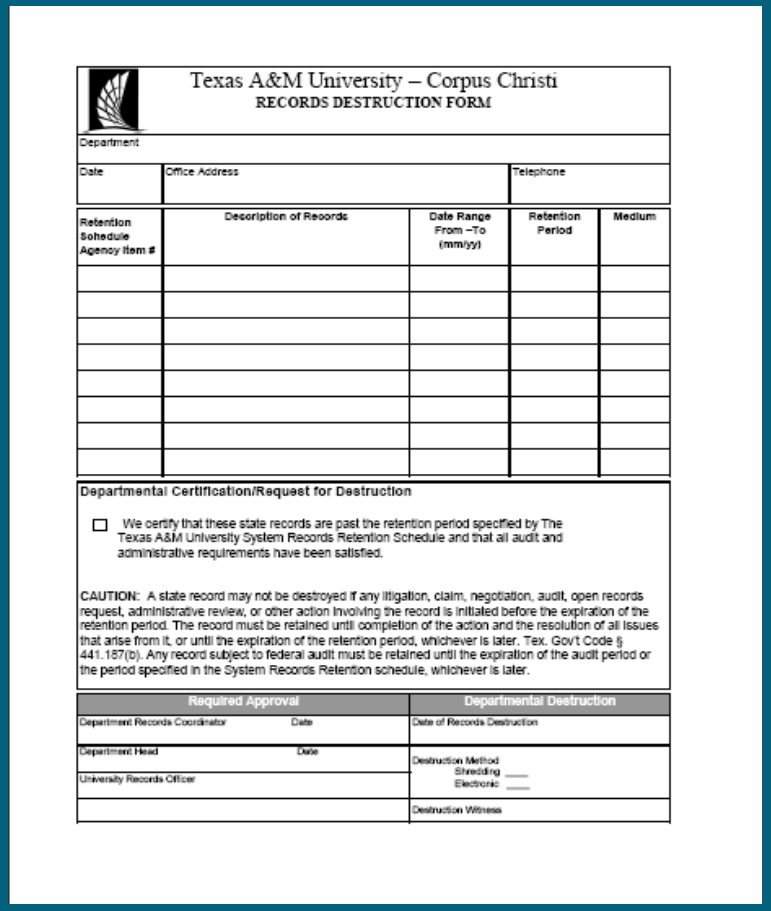
Retention Schedule Agency Item #	Description of Records	Date Range From –To (mm/yy)	Retention Period	Medium

Department Records Coordinator	Date:
Department Head	Date:
Central Receiving	Date:

Records Storage

- Central Receiving warehouse staff will notify department when disposal dates approaches. Department must complete Records Destruction Form and submit to Chris Shupala, Records Officer, for destruction approval.

Form can be found on the Procurement and Disbursements website, Central Receiving under forms.



Texas A&M University – Corpus Christi
RECORDS DESTRUCTION FORM

Department

Date	Office Address	Telephone

Retention Schedule Agency Item #	Description of Records	Date Range From –To (mm/yy)	Retention Period	Medium

Departmental Certification/Request for Destruction

☐ We certify that these state records are past the retention period specified by The Texas A&M University System Records Retention Schedule and that all audit and administrative requirements have been satisfied.

CAUTION: A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. Tex. Gov't Code § 441.187(b). Any record subject to federal audit must be retained until the expiration of the audit period or the period specified in the System Records Retention schedule, whichever is later.

Required Approval	Departmental Destruction
Department Records Coordinator Date	Date of Records Destruction
Department Head Date	Destruction Method Shredding ____ Electronic ____
University Records Officer	
	Destruction Witness

Records Storage

- **Once the Records Destruction Form is approved by the Records Officer, send form to Warehouse Supervisor to prepare the records for destruction. Central Receiving warehouse staff will provide department with an estimate of the shredding charge.**

- **Upon completion of the destruction of records, the original, fully-executed, Records Destruction Form will be kept on file by the Records Officer, with a copy provided to the Warehouse Supervisor, and the department.**

To Research Records

- **Departments must call or e-mail warehouse supervisor to schedule a time to research records stored in the warehouse. This is due to receiving operations and records that may be stored on 2nd and 3rd steel rack.**
- **(Reminder: Closed toed shoes are required when entering the Central Receiving warehouse)**

CENTRAL RECEIVING STAFF:

Christopher Lopez
Warehouse Supervisor
Tel:(361) 825-2209
Fax:(361) 825-5859
christopher.lopez@tamucc.edu

Gene Lerma
Warehouse Operations Specialist
Tel:(361)825-5727
Fax:(361) 825-5859
gene.lerma@tamucc.edu

Student Employee Team
Spencer Ellisor
Emery Black
Victor Soto

Any Questions?

CENTRAL RECEIVING

This concludes the Central Receiving portion of the Business Manager's Certification Course.

Just a reminder: As part of the certification course, there is a short 10 question quiz to follow.

Thank you for your participation and support!