Logo, company name

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Description automatically generatedReceiving Procedure

Shipping and receiving is a function of the Support Operations Services department and is a responsibility of the Warehouse and Inventory Control Technician's job duties at Santa Anita.  For other "off-sites" it is a responsibility of the administrative support at each location.  **If there are palletized items, or other items over $500, they are required to be shipped to Santa Anita.**

The receiving procedure below reflects our current process and is specifically tailored to provide guidance to staff. If you have any questions regarding shipping and receiving, please email [sos.warehouse@ycoe.org](mailto:sos.warehouse@ycoe.org).

**Receiving Procedure:**

**All orders should be sent to Santa Anita, Suite 130 or to the corresponding site (Greengate, Alyce Norman, or Cesar Chavez). If you are at Greengate, Alyce Norman, or Cesar Chavez, and you are receiving the orders, you are required to perform this procedure below. If the item is too large or needs to be assembled, please send to Santa Anita and submit a work order through** [**SCHOOL DUDE**](https://login.myschoolbuilding.com/msb) **including an ETA if available. If ETA not available, please email** [**sos.warehouse@ycoe.org**](mailto:sos.warehouse@ycoe.org) **as soon as delivery date is available from your carrier.**

1. The Warehouse and Inventory Control Technician will have all copies of PO sent from IFS, which are sent to [sos.warehouse@ycoe.org](mailto:sos.warehouse@ycoe.org).

2. When orders are received most orders will be matched with a purchase order. The purchase order number should be somewhere on the packing slip. Please make sure to indicate, if possible, in the notes area when placing an order.

**PRO TIP**: If your vendor does not have an area dedicated to put the PO #, please add it in the “ship to” section where you would typically put your name. Best practice it to ship it to a department, and not an individual. For instance if a vendor did not have a place for a PO number or notes section, in the ship to, please indicate your name with the PO number such as this example: “Support Operations Services PO257638”.

3. The Warehouse and Inventory Control Technician will be going through each package confirming items listed on PO and packing slip has been received. If there is no packing slip, the warehouse and inventory control technician will request the original order from you to ensure all items are received.

4. **If item is over $500.00 it requires an asset tag and shipped to Santa Anita.**

Table

Description automatically generatedAsset stamp will be added to the PO copy (below)

Technician will adhere asset tag on equipment prior to delivery.

\*Technology equipment is the exception. Once items are checked asset tags are attached to the box and delivered to ITS technology deployment room.

5. It is the responsibility of the W & I Tech to alert the program secretary of any order discrepancies. The program secretary will be responsible for any order discrepancy follow up. Be sure to read your packing slip first, it will often indicate the status of an item not received, back order, etc. If your shipment was shorted or if you received damaged goods, you must call the vendor as soon as possible if you expect retribution. The vendors are usually very courteous in this area but do have limited response times.

Diagram

Description automatically generatedA receiving stamp should be stamp on your packing slip indicating date, received by and if your order was partial or complete. (See below)

Make sure that you have two verifying signatures on the receiving documents if W&I tech didn’t receive items. Example, Cal-Card purchases or if you received it at Greengate, Cesar Chavez, or Alyce Norman.

6. If items are received at Greengate, Cesar Chavez, or Alyce Norman, and are not on an open-ended PO, please send the PO and packing slip to [sos.warehouse@ycoe.org](mailto:sos.warehouse@ycoe.org) It is imperative that the paperwork for receiving is sent in a timely manner for W&I tech to track completion of orders on their end.

7. 2 signatures are needed in the following situations:

1. If the person purchased the items off site, another person needs to verify that they were received.
2. If the person ordering the items receives them, then another person needs to sign to verify that they were received.

If you have any question or concerns regarding an order or package that was received, please contact us at [sos.warehouse@ycoe.org](mailto:sos.warehouse@ycoe.org)