



# Doing Business @ CSUSM

## Business Managers Round Table

*Communication made easy!*

*Finance and Business Services*  
See DB@CSUSM at <http://www.csusm.edu/fbs/>

### DB@ CSUSM      Central Receiving Services

DATE:                    August 23, 2005

TO:                      Deans, Department Chairs, Managers and Department Business Officers

FROM:                  Art Torres, Director, Procurement & Support Services

This memo serves as a reminder that the “Shipping and Receiving department of Materials Management shall be the central receiving location for all tangible property acquired by the university”.

(Shipping and Receiving Policy: [http://lynx.csusm.edu/policies/policy\\_online.asp?ID=212](http://lynx.csusm.edu/policies/policy_online.asp?ID=212))

Shipments that by-pass Central Receiving are not allowed. For example, shipments to an individual’s home or directly to a department are outside the policy and can cause payment delays and/or audit findings.

#### **Benefits of Central Receiving:**

- Central Receiving is an important facet of the system of internal controls for the procurement of university goods and services. Central Receiving ensures that university business related orders are properly received, tracked and delivered to the appropriate end-user(s).
- University Purchase Orders are shipped to Central Receiving to ensure compliance with the receiving requirements of the university finance system, currently PeopleSoft. This process also allows for the timely payment of vendors.
- Central Receiving staff are properly trained in safe handling procedures for all incoming goods and will manage package discrepancies, damages or shortages on university purchase orders and appropriate university business related shipments.
- Please refer to the Shipping and Receiving procedure for further details on the services provided by Central Receiving: [http://lynx.csusm.edu/policies/procedure\\_online.asp?ID=155](http://lynx.csusm.edu/policies/procedure_online.asp?ID=155)
- If you have any questions, please contact Receiving, x4535 or [recving@csusm.edu](mailto:recving@csusm.edu)

#### **Finance and Business Services (FaBS)**

*... One of the Finance & Administrative Services Families*

AVP’s Office · Accounting Services · Accounts Payable · Accounts Receivable · Cash Management · Cashiers · FAS Systems Operations  
Development · Financial Aid Business Operations · Financial Reporting · Materials Management & Mail Center · Payroll · Procurement &  
Contracts · University Controller’s Office