

CENTRAL RECEIVING

For Standard Delivery Purchase Orders, Central Receiving performs the following functions: receives, processes, and delivers product to the end users on campus.

| Responsible Party | Action |
|--------------------------|---|
| Supplier | Delivers items to Central Receiving. |
| Central Receiving | Items are physically checked for damages. Items are checked and matched against Purchase Order. Processes a Receipt Traveler which includes Purchase Order Number, Receipt Number, number of packages in shipment, and the delivery address. Sorts items by delivery site. (There are eight (8) delivery sites on campus.) |
| PSO Laborer | Picks up items and Receipt Traveler. Delivers items to the department. Secures department signature on the Receipt Traveler. Returns Receipt Traveler to Central Receiving. |
| Central Receiving | Sends the Receipt Traveler to Purchasing – Expediting . |

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204 West Industrial Park Rd
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Directions:

Travel north through Carbondale on Route 51. When the four-lane highway reverts to two lanes, look for a large green sign on your right that identifies Industrial Park Road. Turn left into the Industrial Park. It is the second building on the right.

Hours of Operation: 8:00 a.m.-12:00 p.m. and 12:30 p.m.- 4:00 p.m.