CENTRAL RECEIVING
Receiving Shipment Procedures

1. Central Receiving receives all shipments delivered to TAMU-CC. Every shipping label is scanned into the SCL software for tracking purposes by the receiving clerk. All in-bound shipments are examined, identified, and separated by purchase type according to the referenced Limited or Purchase Order number noted on the parcel.

2. A receiving document is created in FAMIS, FRS Screen 320 Receiving Document Create (Central). From the packing slip, the required information is entered into the system. This process is done for both, Limiteds and Purchase Orders.

3. Verify that the object code is correct on FAMIS screen 278 Document Inquiry, F8 Account Distribution. Determine if item(s) ordered are controlled or capitalized. Inventory controls apply if the expense code (last 4 digits):
   A. Starts with “8000” series, or
   B. 5775, 5780, 5781, 5782, 5785, 5787, 5788, or 5799

4. View F9 notes to verify where the delivery is to be made on campus. If the order was created on a Limited, go to screen 240. If a Purchase Order was created, go to screen 220.

5. Asset tags are created in FAMIS with Screen 360 Build Preliminary Assets.
   1) Create a Preliminary Asset from scratch or add to an Existing Asset
   2) Copy from Approved Asset
   3) Copy from Document’s Other Preliminary Assets
      Separate asset tags can be created with this option for multiple line items

6. Enter the description of the item in FAMIS screen 362 Preliminary Fixed Asset Data. Verify department, building, and values. Also enter the total cost, manufacturer, model, and serial number. Screen 361 View Preliminary Assets will display line items entered, a brief description, and will show all data entered. If complete, make sure that it has a “Y” on all items.

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 asset number which is only five digits at the time – the extra zero’s will allow room for numerical expansion if needed.
7. Use label maker to create asset label tag for the controlled/capitalized item for inventory purpose. Make sure numbers are not transposed when entering. All department abbreviations are verified using the Central Receiving Department list and serial number is verified to the controlled/capitalized item. Every TAMU-CC controlled/capitalized property must have an asset tag label affixed to it.

8. Create a TAMU-CC delivery/routing label for each shipment using the SCL tracking software. Scan the shipping label again to enter the delivery location. The TAMU-CC delivery label is generated and affixed to the package(s). The department signs for the delivery using the hand held scanner. The SCL tracking software transfers the signature and stores it for the record.

9. Complete Property Asset Location Form. This form can be found on the Central Receiving website. Fill-in asset information onto the form, attach Packing Slip, and give to the person who signs for the delivery. The Department is responsible for completing their portion of the form, i.e., the building and room number for the controlled/capitalized property delivered. Completed form is returned to the Property Officer. This information is then entered into FAMIS to update the system for spot audits and asset location for department physical inventory.