



## TEXAS TECH UNIVERSITY

### Operating Policy and Procedure

#### **OP 63.04: Delivery Services**

**DATE:** September 17, 2021

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to define the delivery services available to university departments from the Central Warehouse.

**REVIEW:** This OP will be reviewed in June of every fourth year by the Associate Vice President for Operations and the Managing Director of Operations Division-Business Services with substantive revisions forwarded to the Senior Vice President for Administration & Finance and Chief Financial Officer.

#### **POLICY/PROCEDURE**

1. Central Warehouse provides a small crew to assist campus departments. A fee will be charged for most services.
  - a. Delivery service is provided for the following:
    - (1) Merchandise purchased from Central Warehouse, labor charge may apply.
    - (2) Merchandise purchased from off-campus vendors that cannot be delivered directly to campus facilities may be delivered to the Central Warehouse. Departments can make arrangements with the Central Warehouse for delivery, depending on the Central Warehouse's ability to safely deliver to university facilities. A service fee for this delivery will be charged against the department's account number.
      - (a) Arrangements with an outside moving vendor will need to be made by the procuring department for material delivered to the Central Warehouse that requires special handling or set up to be delivered to a university facility.
  - b. Central Warehouse will work with the Commencement Coordinator through the Office of the Provost to deliver required items for graduation to the desired location.
  - c. Central Warehouse has folding metal chairs and folding tables available for short-term loan to departments with valid account numbers hosting campus function on-campus. The only fee charged is for delivery and return of the items.
  - d. Efforts will be made to provide other services requested by administrative officials as needed.
2. The procedure for requesting the above services is to contact the Central Warehouse by phone at 806.742.3871, by email at [Central.Warehouse@ttu.edu](mailto:Central.Warehouse@ttu.edu), or fill out a Work Order request through the [iServiceDesk](#). The Work Order contains the date, the person or department requesting the services, location and description of work, valid account number and name, and work order

number assigned by Central Warehouse. The total labor hours and charges are listed on the Work Order after completion of services. A copy of the Work Order is given to the requesting department. Charges to the department will be billed on an intra-institutional voucher (IV) entry once a month.