

BF 7. Warehouse Policy

Title:	Warehouse Policy
Policy Number:	BF 7/07.2018
Effective Date:	July, 2018
Issuing Authority:	VP of administration and Finance

1. RATIONALE

The central warehouse serves as the University's central point from vendor deliveries, shipping of goods, inventory stock processing and disposal of surplus property. The resources are committed to ensure that all goods, capitalized and controlled assets, and other merchandise received by the University are properly documented and distributed.

POLICY

This manual is the primary reference document for RHU's Warehouse Policies and Procedures. The directives and procedures contained in this manual shall form part of the general conditions of employment with which employees are required to comply. All warehouse employees are required to familiarize themselves with its contents and to cooperate in its implementation.

Policy Purpose

- To establish policies and procedures for the warehouse facility to ensure the efficient operations at Rafic Hariri University.
- To maintaining efficient and timely standards in regards to the collection, storage, and delivery of merchandise.
- To maintaining an efficient warehouse is essential for saving time, resources and provides timely delivery of the material to the University end users.
- The warehouse keeper is responsible for the coordination of proper storage, receiving and delivery of all goods procured by the University. This service function includes the appropriate recordkeeping, monitoring, safeguarding and communication of information relative to all merchandise, equipment, materials, and supplies purchased for use throughout the University.
- To properly dispose of all surpluses as needed in a timely and appropriate manner.

Roles and Responsibilities

- **Receiving Clerk:** Responsible for the receipt, storage and distribution of all material delivered to the warehouse by the various vendors.
- **Inventory Clerk:** Responsible for maintaining the Computer Inventory Control System (NAV) for the warehouse. Responsible for verifying all inventory reports, correcting errors and auditing inventory transactions in receiving and in the Storeroom.

Policies and Procedures

- Every shipment coming into the facility will be inspected and compared to the purchase order. A Receiving Report will be completed noting if the order is correct and complete or if there are any discrepancies
- All stock items will be delivered to the Storeroom and non-stock items will be delivered to the appropriate departments according to schedule.
- Receiving will not accept items without a purchase order or without advance notification of an expected shipment.
- Receiving Reports will be signed for by staff members in the user departments when appropriate. Specific deliveries, as noted, will be directed to those departments and entered in the Receiving Log by the Receiving Clerk.
- All shipments received through the Receiving Department will be processed through the computer and tracked using bar codes.
- In the event there is a vendor shipping error, forward it to the Purchasing Agent for follow-up.
- Receiving clerk should notify the concerned end user about receiving items or materials. In turn, end users must inform whether the good received are accepted or not within three working days from the date of the warehouse personnel notification. After this date related payment maybe automatically processed and end user will be fully responsible of any damaged items or materials.
- All items maintained in inventory will be rotated on a first-in, first-out (FIFO) basis to prevent stock from deterioration, and to fully utilize the merchandise purchased.
- Warehouse personnel should notify the procurement to proceed the procurement of new items and/or materials in timely manner to avoid any lack of stored items.. The Purchasing Agents responsibility is to respond to that information and obtain the needed items needed quickly and as economically as possible.
- The Purchasing Agent is responsible for authorizing and/or correcting price or quantity discrepancies on all vendor invoices.
- Finance Department should perform periodic physical inventories to verify that the quantity stated on inventory records matches the actual inventory. If the physical inventory does not match the inventory records, the inaccuracy shall be investigated, and inventory adjusted.
- The central warehouse personnel obtain documentation from the owning department/ college head requesting authorization for final disposal for all furniture and equipment that in no further use to the University
- No disposal of any item should processed without the approval of the auction committee headed by the Vice President of Administrative affairs or delegate.
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2. STAKEHOLDER IMPACT AND SCOPE

It is the responsibility of RHU material warehouse staff, reporting to the Finance department.

3. APPROVAL AND REVIEW

OFFICER RESPONSIBLE: VP for Administration and Finance

AUTHORITY:

POLICY REVIEWED BY:

EFFECTIVE DATE: REVIEW DATE: As needed

REVISION HISTORY: None.

RELATED POLICIES: All University Policies and Procedures

FINAL APPROVAL BY THE PRESIDENT:

Signature: 

Date: