

POLICY

Effective Date: 06/2015

Approved by: Rob Parker

POL - Shipping_Recieving_3.01

Personal/Non-University Shipping Addresses

Definition:

This policy applies when university purchased/owned supplies or equipment are to be delivered to an employee's personal or non-university address.

Three purchasing vehicles are approved for shipping university goods to personal/non-university addresses; Buy-U eProcurement, Peoplesoft PO, and PCard.

Execution:

University purchased/owned supplies or equipment may be shipped to an LSUHSC employee's personal/non-university address upon Business Manager/Department Head and Purchasing approval.

A "Personal/Non-University Shipping Address Request" form must be completed and approved prior to communicating an employee's personal/non-university address to a supplier. Once approved, the personal/non-university shipping address shall be communicated to the supplier.

All approved personal/non-university addresses will be created in Peoplesoft and Buy-U with the following nomenclature:

P (Department Code) (LSUHSC Employee Initials)

Example:

Rob Parker works in Purchasing. He would like to have a printer shipped to his home address during a university emergency. After Rob's Personal/Non-University Shipping Address Request form has been completed, submitted, and approved Rob's new personal/non-university address shipping code would be created in Peoplesoft and Buy-U and appear as:

P1663000RP

This is the code Rob would apply in Peoplesoft or in Buy-U to designate the use of his personal/non-university address.

Inventory Tracking:

Business Managers and Department Heads are required to keep an inventory and track all orders/items delivered to personal/non-university addresses by their employees. After the need for having university supplies and equipment at a personal/non-university address has expired, all supplies and equipment shall be returned to and LSUHSC university address and accounted for by the Business Manager or Department Head. The LSUHSC employee will reimburse the university for all supplies or equipment not returned and accounted for.

Returned and Accounted For Exceptions:

Some supplies are consumable supplies. For example: writing implements, printer ink, paper etc. These items may be fully consumed at the personal/non-university address through normal operations. These items are exempt from tracking,

however, the university, in good faith, fully expects each employee to return any and all non-consumed supplies.