Shipping/Receiving Package and Voucher Information

In an attempt to help the business office ensure that voucher/purchase orders get processed, and vendors are paid ASAP, we would like everyone to be aware of the following things:

All packages that are received at WWCC via UPS, Fed/Ex, & large freight companies (Yellow, NPT, UW, etc.) are logged in when they are received and signature cards are attached to them. Once they have been logged in then individuals who have received packages will be notified via e-mail, package slip placed in their mailbox, or by phone, that they have a package in shipping.

If you have done a requisition (see purchasing procedures for more details), there will be a Shipping/receiving copy of the voucher with the purchase order number on it from the business office attached to your package. All packing slips and invoices need to be attached to the green. If you need a copy, please let us know and we will get it to you ASAP. If you find that at a later date that you need a copy of the packing slip or invoice, please contact Scarlet Skorcz at Ext. 1612.

Many packages come in via third party vendors/shippers and /or do not have any po numbers referenced on them. If you know that you ordered an item by voucher and a voucher is not attached please let us know so that it can be taken care of immediately.

When you pick up your package, please mark off all the items that have been received and make a note of all back ordered or canceled items on the voucher. If the order is complete, make sure you sign the voucher before you leave so that it is ready to be sent to the business office to be paid. Please be aware that the business office doesn't pay for an order until the order is complete and the voucher is signed off or they have been notified that it has been received.

Taggable items -- If the voucher is marked as taggable by the business office and it isn't an electronic item (that needs to be tested), it needs to be tagged before it can leave shipping and receiving. We will let you know it is here and that we have arranged to have it tagged. Once it has been tagged, we will contact you again and let you know you can pick it up. If the item is needed ASAP, please let us know and we will contact Debbie Clawson at Ext. 1710 and make arrangements to get it to you ASAP.

Thank you,
Della R. Ledford Ext. 1683
Mailroom/Shipping & Receiving Clerk