

Macalester College Policy Guidelines

Receiving Goods and Services



Business Services

The purpose of this policy guideline is to determine who has the authority to sign and receive delivery of goods and services.

Delivery Instructions

In order to ensure accurate and timely delivery of goods to Central Receiving at Macalester College, please use the following address for delivery.

Macalester College
Department / Person name
179 Snelling Ave S
Saint Paul, MN 55105-1801

In order to ensure timely delivery of billing invoices to your department, please use the following address.

Macalester College
Department / Person name
1600 Grand Ave
Saint Paul, MN 55105-1801

The key to accurate and timely delivery of goods and the related invoices is to indicate an attention line to your department / person name. Central Receiving will be able to determine where to deliver the goods and Mailing Services will be able to determine which department receives the invoice.

Receiving Instructions

Signing for goods or services contracts Macalester College to accept and pay for the goods or services. Most packages are delivered to Central Receiving. In the event a package is delivered directly to your department, please follow these guidelines. If you are not sure the package is for your department, please call Central Receiving at **651-696-6364**. Central Receiving personnel will pick up the package and deliver the goods to the appropriate department.

Do not accept any items that weigh more than 200 pounds or will not easily fit through a standard doorway. Heavier or larger items should have professional movers scheduled ahead of time to handle the receiving and placement of goods. Any item that requires special hook up, power adaptations or other special handling needs at time of delivery should be coordinated with Facilities Services prior to ordering and shipping.

There are several points to remember when signing for goods and services. Please read the following items carefully and comply with these guidelines.

1. Are you authorized to sign for goods or services?
 - No – Do not receive package
 - Yes - Continue to # 2
2. Are the goods or services for Macalester College?
 - No - Do not receive package
 - Yes - Continue to # 3

3. Is the count of the packages shipped the same as you are receiving?
 - No - Do not accept until driver has all of the packages available for delivery
 - Yes - Continue to # 4
4. Is there any physical damage to the container or the contents?
 - No - Continue to # 5
 - Yes - Do not receive package
5. Is there a Purchase Order number on the packing slip / bill of lading?
 - No – Look for department name
 - Yes - Contact Purchasing at 651-696-6565 for help locating department name
6. Does the packing slip or bill of lading clearly identify the goods or services?
 - No – Contact Purchasing at 651-696-6565 if PO is used to verify contents of package
 - Yes - Verify the packing slip and contents agree
7. Once you are satisfied the goods are in intact and goods are your department's purchases, sign and date the bill of lading. Also print your name so the shipping company documentation is logged under the correct spelling of your name.
8. In the event you are picking up items on a will-call basis directly from the vendor location, sign the receipt slip with your name and department.