

Instructions For Truck Line Routing Form

The Truck Line Routing Form will help expedite delivery, payment of invoices and freight charges, and reduce the number of vehicles traveling throughout campus. Fill out the form completely and use the print and submit button to send your form to Central Receiving. You may also print a department copy and fax to Central Receiving at 706-425-3267.

Central Receiving was established for receipt, inspection, delivery, shipping, claims processing, and temporary storage of material pending delivery to University departments. These functions will be performed for all departments and offices on campus with the exception of the following departments, which have specialized receiving requirements.

Purchases with the following deliver-to-points are not routed through Central Receiving:

- Central Research Stores
- Campus Scientific Stores
- Commercial suppliers
- Delivery points outside Clarke County, Georgia
- Food Services
- Georgia Center for Continuing Education
- Instrument Shop
- Library
- NEGA Police Academy
- Performance Assessment Lab
- Physical Plant
- Poultry Science Feed Mill
- University Bookstore (Follett)
- University Health Center
- University of Georgia Press
- University Printing Department

In addition to the departments above, the following categories of orders are excluded from Central Receiving procedures:

- Advance pay request (including orders to the U.S. Printing Office, Superintendent of Documents)
- Art objects or art work
- Cash-on-delivery orders (C.O.D. Purchases)
- Deliver and install requests including furniture and leased photocopy
- Diplomas
- Ethyl alcohol
- Field crops, unprocessed
- Gas cylinders
- Gravity-fed materials (such as gasoline and fuel oil or any other bulk items which are unpacked or unsacked)
- Indefinite blanket orders
- Items authorized for check request payment procedures

- Items ordered from the University Bookstore
- Livestock (lab animals go through Central Receiving unless otherwise requested by department and special approval is granted)
- Maintenance parts installed by repairmen
- Narcotics, or other drugs for which governmental regulations require direct delivery to a registered pharmacist
- Orders specifying delivery only upon user's request
- Orders to be picked up from supplier
- Radioactive materials
- Reprints and page charges
- Rigid items longer than 15 feet, such as lengths of iron or steel
- Services
- Subscriptions
- Testing materials
- Truckload or rail carload shipments
- Typesetting
- Hazardous Chemicals

You may visit the following web sites for further information regarding Central Receiving:

Central Receiving Department

http://www.busfin.uga.edu/central_receiving/

Central Receiving Policies and Procedures

<http://askuga.uga.edu/default.asp?id=435&Lang=1&SID=>



The University of Georgia

Central Receiving
Office Number (706) 425-3262
Truck Line Routing Form

Purchases charged to a p-card, which require truck line delivery must be routed through Central Receiving. The points of delivery or types of orders, which are listed in the Central Receiving purpose and policy statement, are excluded from these truck line routing procedures. The following information is required to receive your order and must be submitted to Central Receiving as soon as possible.

Date Entered	
Vendor	
Contact Person	
Department	
Phone Number	
UGA Building Name	
Room #	

Item Information		
Item No.:	Quantity:	Price:
Description:		
Special Comments:		
Item No.:	Quantity:	Price:
Description:		
Special Comments:		
Item No.:	Quantity:	Price:
Description:		
Special Comments:		
Item No.:	Quantity:	Price:
Description:		
Special Comments:		