

## 50.4 Business Affairs

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**1. Purpose.** Eastern New Mexico University-Roswell (ENMU-Roswell) is a business enterprise providing educational services. The business aspect of the institution is outlined below.

**2. Official Stationary.** Each department is to arrange for the printing of official stationary used by the work unit. Stationary used by the departments carries the official institutional logo and conforms to the approved format. Institutional stationary is used for official purposes only. Employees are not permitted to use official stationary for personal use. Employees who correspond with political dignitaries may not use official stationary to express personal views. Departments may print envelopes used for bulk mailing with the permit number on the envelope.

**3. Alcoholic Beverages.** The possession and/or use of alcoholic beverages on ENMU-Roswell property are not permitted.

**4. Report of Loss.** If an ENMU-Roswell employee is involved in a loss through theft, vandalism, injury, etc. when discharging his/her duties, a supervisor is to file a report. The supervisor is to file the report within 24 hours to the Campus Loss Control Officer.

**5. Shipping and Receiving.** All freight is delivered to the Central Receiving room. Items that are exempt from this procedure are large shipments that have been ordered for building trades, plant construction purposes, or equipment for use in ENMU-Roswell.

The Receiving Clerk opens all packages addressed to ENMU-Roswell. The clerk then verifies the contents in the package against the shipping documents. The clerk then notes any overage, shortage, or damage on the original shipping document. The original shipping document is stamped with the date of receipt. A copy is made of the shipping document to be given to the user who ordered the merchandise. The Receiving Clerk makes the necessary computer entries to match the receiving document and the purchase order. The clerk then forwards the shipping document to Accounts Payable to be filed with the purchase order.

The Receiving Clerk completes the Receiving Log and then delivers the merchandise. The Receiving Log allows for an original signature of the person accepting the delivery. Purchasing Department archives the Receiving Logs at the end of each fiscal year.

Each department will be notified of packages received through the Mail Room. Items with an outstanding purchase order are verified against shipping documents. Any overage, shortage, or damage is noted on the original shipping document. Each department will sign, date and send shipping document to Central Receiving for entering into the system.

The Receiving Clerk signs acceptance of delivery on any Bill of Lading. If there is any damage to packages or shortage of pieces or cartons, it is immediately noted on the Bill of Lading. The original Bill of Lading is given to Accounts Payable.