

## **Freight Deliveries**

**For large freight deliveries (over 150 pounds or needs special equipment to unload) it is the responsibility of the ordering department to inform Purchasing and Facilities, in advance, of the need for special arrangements. In most cases a work request will need to be submitted to secure the equipment and personnel need to accept the delivery. The work request must include the delivery date, estimated time of delivery and deliver location (room number). A department representative must be present to accept delivery and confirm condition of product. The costs related will be borne by the ordering department.**