



# UC San Diego

## Policy & Procedure Manual

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### RECEIVING & SHIPPING

#### Section: 524-1

Effective: 12/01/1992

Supersedes: 04/05/1979

Review Date: TBD

Issuance Date: 12/01/1992

Issuing Office: [Material Support Services](#)

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### MATERIAL DISTRIBUTION FUNCTIONS AND SERVICES

#### I. RELATED POLICIES

UCSD Policy and Procedure Manual (PPM)

<a href="#">520</a>	Material Management
<a href="#">526</a>	UCSD Storehouse

#### II. POLICY

Material Distribution is a service activity providing the receipt, processing, documentation, transportation and redistribution of supplies and equipment in support of UCSD academic and research programs. Other services provided are: shipping, claims, U.S. Customs matters, receipt and delivery of hazardous materials and maintaining accountability for material received and delivered. Moving Service performs office/lab moves and uncrates/delivers large items on a recharge basis.

#### III. PROCEDURES

Material Distribution is located off campus at 8655 Production Ave, San Diego, Ca. The hours of service are 7:30 a.m. to 12:15 p.m. and 12:45 p.m. to 4:00 p.m., Monday through Friday. On Holidays, there is a limited working staff to handle incoming material; however no delivery service is provided.

Below are the service areas and corresponding phone numbers.

##### A. Receiving

Receives and processes all incoming packages from vendors and the buyouts for UCSD Storehouse. **Phone Number: 536-3246**

##### B. Distribution

Obtains material from the Receiving area and UCSD Storehouse, delivers to University locations and obtains signatures. Picks up packages to be returned to the shipping area and the UCSD Storehouse. **Phone Number: 536-3246**

##### C. Shipping

Processes all outgoing domestic and foreign shipments. Handles claims and U.S. Customs matters. **Phone Number: 536-3248**

##### D. Moving Service

Performs office/lab moves and uncrates large equipment/furniture on a recharge basis. **Phone Number: 536-3229**