



# UC San Diego

## Policy & Procedure Manual

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### RECEIVING & SHIPPING

#### Section: 524-7

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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### FREIGHT DAMAGES AND CLAIMS

#### I. POLICY

To provide for the recovery of funds due to freight damages, losses and overcharges to campus departments through investigation, documentation and submission of claims against responsible carriers.

#### II. PROCEDURES

##### A. Freight Damage

Four types of transportation claims recoverable from a transportation carrier are; visible damage, concealed damage, known loss and concealed loss.

1. Receiving files all claims that involve receipt or shipment of material.
2. Departments report shortages or damage of material immediately by calling 536-3248. Departments request pick up of damaged material and complete a UCSD Shipping Memo (FO#2089), Exhibit A, outlining all pertinent facts. The item and UCSD Shipping Memo are picked up by Material Distribution.
3. The damaged material and packaging must be retained for inspection by the carrier claim inspector.
4. Claims for concealed damage must be filed within 15 days and claims with damage exceptions must be filed within 90 days.
5. The repair of damaged goods is made at the departments' expense and an invoice of repair is submitted to Receiving for inclusion with the claim.
6. Material received damaged that is covered by University Risk Insurance is reported to the Insurance Risk Office and a claim filed against the delivering carrier. Partial payment by the carrier will result in filing a claim with the University Insurance Program for the remaining balance of the claim. Material Distribution keeps departments informed on the status of claim and maintains record of damage claims.

##### B. Loss of Material

Shortages of material from the carrier is notated on the carrier's freight bill and certified by the carrier driver and Receiving personnel.

**C. Freight Overcharges**

Departments that are overcharged on freight should contact Material Distribution. Material Distribution files a claim against the carrier for recovery of funds.



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### EXHIBIT A

### UCSD SHIPPING MEMO

 <b>SHIPPING MEMO</b> UNIVERSITY OF CALIFORNIA, SAN DIEGO 9655 Production Ave. San Diego, CA 92121 (619) 536-3248		SM REQUEST # 201371 DATE _____ INDEX # _____
Ship To: _____  Attention: _____ PH ( ) _____ Reason for shipment: _____	Ship Via: _____ Air <input type="checkbox"/> Urgent <input type="checkbox"/> Truck <input type="checkbox"/> Prepaid <input type="checkbox"/> UPS <input type="checkbox"/> Collect <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Routine <input type="checkbox"/> Ocean <input type="checkbox"/> Vendor Pickup <input type="checkbox"/>	
TO RETURN DAMAGED OR INCORRECT MERCHANDISE:		CHECK ONE <input type="checkbox"/> RETURNED FOR REPLACEMENT <input type="checkbox"/> RETURNED FOR CREDIT <input type="checkbox"/> OTHER _____ PLEASE EXPLAIN
PURCHASE ORDER NO. [ _____ ] <small>P.O. ITEM NO.</small>	Amount of insurance required: _____	
QUANTITY SHIPPED <small>(Cartons, Boxes, Etc.)</small>	DESCRIPTION OF CONTENTS DRY ICE <input type="checkbox"/> _____ LBS	ITEM VALUE
VENDOR RETURN GOODS NUMBER _____		
CHECK ONE: _____ University property being shipped on official business. _____ Government property being shipped on official business. _____ Personal property being shipped on official business. <small>(If checked, explain briefly on the reverse side.)</small>		SHIPMENT AUTHORIZED BY <small>(PRINT NAME AND SIGN)</small> _____ Tele No. ( ) _____ Mail Code: _____
<b>BELOW TO BE COMPLETED BY SHIPPING</b> The right is reserved to examine all outgoing and incoming shipments on which the University of California, San Diego, has paid or will be billed for the freight charges.		
Shipped Via: _____ Bill No. _____ Date _____		
PO 2088 (REV. 6/92)		SHIPPING DIVISION
ACCOUNTING		