

**STANDARD OPERATING PROCEDURE # FAC 4.020****Subject: Unidentifiable Packages**

**Purpose:** To determine the owner of packages delivered to building 95 that are not clearly marked. This also identifies the action to be taken in the event that the owner is not determined.

**Procedure:** Unidentified packages delivered to building 95 will be returned to sender if the Stores/Receiving Manager and the Procurement and Contracts Department are unable to determine the owner.

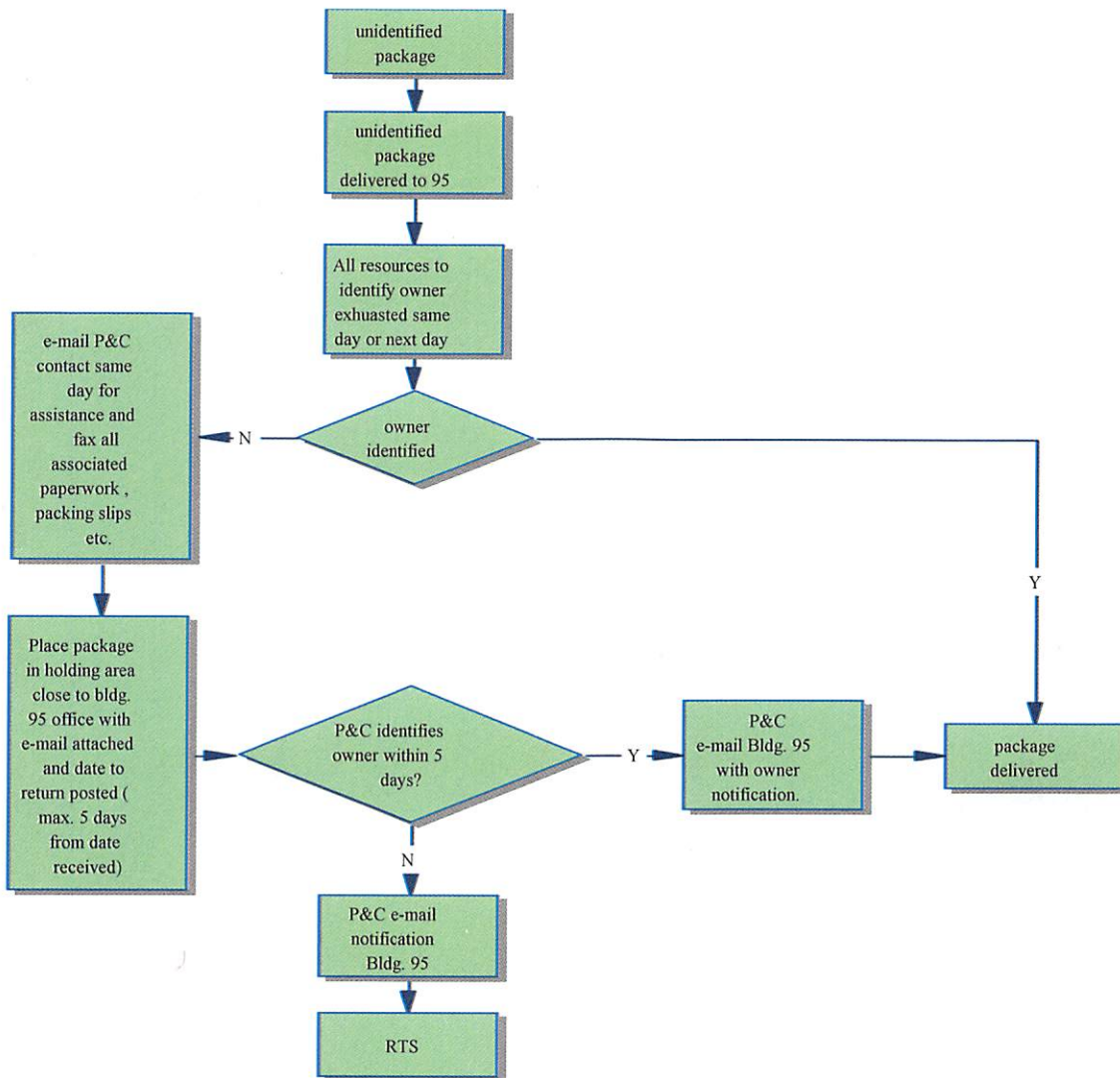
**Process:****PURCHASE ORDER PACKAGES**

1. Once an unidentified package is received, the Stores/Receiving Manager will attempt to identify the owner based on information identified on the package or on documents received with the package.
2. If the owner is not identified, the Stores/ Receiving Manager will immediately e-mail the Procurement and Contracts Department designee to request assistance and forward copies of all associated paperwork and packing slips.
3. The package will be placed in a Building 95 holding area for a period of five (5) working days or until Procurement and Contracts identifies the owner. If the package is identified, Procurement and Contracts will notify the stores/receiving manager by e-mail and the package will be delivered to the owner. If the owner is not identified in five (5) working days, the Stores/Receiving Manager will return the package to sender.

**PURCHASE CARD PURCHASE**

The process for P-card purchases will be the same with the exception that they will remain in the holding area for ten (10) working days before being returned.

- See attached process flowchart





**Developed by: Buildings & Grounds Management**

**Approved by:**

A handwritten signature in blue ink, appearing to read "Myles Sampson", written over a horizontal line.

Myles Sampson  
Director  
Buildings and Grounds Services

A handwritten signature in blue ink, appearing to read "Melinda S. Bowers", written over a horizontal line.

Dr. Melinda S. Bowers  
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