

### Central Stores Delivery Policy – February 4<sup>th</sup>, 2005

Effective this date all deliveries to this department are to be handled as follows:

1. No deliveries prior to 7:30 AM or after 4:00 PM without prior approval.
2. No deliveries between the hours of 11:30 AM and 1:00 PM without prior approval.
3. All deliveries from local vendors within the immediate area are to be scheduled with this department with a minimum of one (1) hours' notice of intent to deliver.
4. All deliveries from outside the immediate area are to be scheduled with this department with a minimum of twenty-four (24) hours' notice of intent to deliver.
5. All deliveries are to be signed for by an employee of this department or the City of Harrisonburg. Items delivered without being properly signed for and accepted may be considered as non-delivered with no proof of delivery.
6. Failure to comply with these guidelines may result in non-acceptance of the delivery or delay in unloading the delivery.

This policy does **NOT** apply to UPS or similar common carriers of small packages.