



## Yavapai College Receiving Guide

Distribution Services serves as the central receiving point for the Yavapai College Prescott Campus.

Our receiving staff checks in deliveries on purchase orders.

### Receiving:

All items purchased arrive at Building 7 on the Prescott Campus

Please use the following address for all orders:

FIRST NAME LAST NAME

Yavapai College, DEPARTMENT

1100 E Sheldon St Bldg 7

Prescott, AZ 86301

### HOURS

Monday – Friday, 8AM – 4:30PM

[distributionservices@yc.edu](mailto:distributionservices@yc.edu) 928-776-2192

### Receiving Procedure for Purchase Order items:

- Items received match items ordered
- Quantities are correct
- Items have not been damaged in transit

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### Purchase Orders not received at Prescott, Building 7:

We ask that the liaison follow the above procedure when accepting items.

Scan packing list or receiving documents to [distribution.services@yc.edu](mailto:distribution.services@yc.edu) and include the PO # and the vendor name in the subject line.

Questions? 928-776-2192