POLICY

To provide a comprehensive method for shipment of University packages in a timely manner insuring proper delivery information and accurate billing.

PROCEDURES

- Departments wishing to ship packages via UPS or common carrier must send the packages to Central Receiving. If shipping UPS, a “UPS Outgoing Shipment Form” must be completed in its entirety. If shipping common carrier, all packages being shipped must have the following:
  - Complete street address of addressee
  - Complete return address including Fund Center
  - Notification of value of shipment (for insurance purposes)
  - Desired delivery time (overnight, ground, etc.)
- It is the discretion of the Central Receiving staff to determine the shipment method of a large quantity in order to achieve the lowest shipping costs.
- Central Receiving will inspect each package to be shipped for proper packaging/sealing and correct if possible. Shipper may be contacted for re-packaging if necessary.
- UPS shipments will be processed and a record of shipment will be printed and maintained by the Central Receiving staff. These records will then be used for reconciliation of UPS invoices each month.
- Common carrier shipments will be awarded via lowest bids from at least 3 carriers. Central Receiving will complete a Bill of Lading and schedule a pick up. The department making the shipment must provide a Fund Center or credit card for payment when invoice is received.

SANCTIONS

Employees not following this procedure or knowingly submitting incorrect information shall be subject to disciplinary procedures outlined within University Guidelines.

RESPONSIBILITY FOR IMPLEMENTATION

The Director of Facilities is responsible for implementation of this policy.

SCOPE OF POLICY COVERAGE

This policy applies to all Central Receiving staff.