

# SOUTHEASTERN UNIVERSITY

## GENERAL ADMINISTRATIVE POLICY

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**TITLE:** Express/Overnight Mail Carriers

**POLICY NUMBER:**

**EFFECTIVE DATE:** 4/20/05

**REVISION DATE:**

**ACCREDITATION STANDARDS:**

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**POLICY:**

Approved carriers for express/overnight shipments are United States Postal Service, United Parcel Service or Federal Express.

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**PURPOSE:**

For billing continuity and continued cooperative working relationships, SEU mail Services will utilize a minimum number of overnight services.

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**SCOPE:**

This policy encompasses all department and divisions of Southeastern University.

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**DEFINITIONS:**

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**FORMS AND APPLICABLE DOCUMENTS:**

The appropriate forms/air bills are available through the Campus Mailroom.

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**PROCEDURES:**

Bring materials to be shipped overnight to the Campus Mailroom.

Fill out the appropriate forms for an approved carrier.

Place materials in corresponding mailing envelopes. In the case of United Parcel Service, the materials must be in a box or container sealed and ready for shipment. The labels for UPS shipments are computer generated.

A copy of the shipping or mailing label will be given the sender. When UPS is used, a tracking number will be given.

To ensure meeting the shipping cut-off times for each approved carrier, please refer to the Mail Issues Memo distributed to all employees by e-mail at the beginning of each semester.

Shipping labels on incoming shipments to SEU department or divisions should include the name of the department/division and a contact person and should be delivered to the Campus Mailroom during normal business hours.

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**APPROVAL:**

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