

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

Page 1 of 2

TITLE: Express/Overnight Mail Carriers
POLICY NUMBER:
EFFECTIVE DATE: 4/20/05
/REVISION DATE: 10/07/09
ACCREDITATION STANDARDS:

PURPOSE:

To establish a policy regarding the use of approved carriers for express/overnight shipments. Departments/Divisions of Southeastern University wishing to ship materials using express or overnight services can select from United States Postal Service or Federal Express. We have a long, cooperative relationship with these carriers, they provide excellent service, and it is best for the purpose of billing and continuity to keep the number of overnight services to a minimum.

SCOPE:

This policy encompasses all departments and divisions of Southeastern University.

DEFINITIONS:

FORMS AND APPLICABLE DOCUMENTS:

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

PROCEDURES:

Bring materials to be shipped overnight to the Campus Mailroom.

Fill out the appropriate forms for an approved carrier. For United States Postal Service and Federal Express items shipped through the Campus Mailroom, a tracking number will be provided to the shipper.

Place materials in corresponding mailing envelopes or boxes and bring to the Mailroom ready for shipment. To make certain of the cut off times for shipping for each approved carrier, refer to the Mail Service Information brochure which is posted on the SFNET.

When a shipment is incoming to a department or division of Southeastern University, make sure the company includes a name or department on the shipping label and knows that the package must be delivered to the Campus Mailroom during normal business hours.

APPROVAL:

GENERAL ADMINISTRATIVE POLICY

Page 2 of 2

DISTRIBUTION:

AUTHOR: