

Category: Operations

Division:

Department: [Click here to enter text.](#)

Policy Title: Freight

Policy Statement: Campus freight is received and distributed through the Facilities Office. Employees may ship personal packages via UPS through the Broncbuster Bookstore.

Procedures:

Receiving Freight

When purchasing items, request that the vendor include your name, building and purchase order number on shipping labels.

Purchased items to be delivered by a freight service including UPS, Federal Express or DHL will be delivered to Facilities/Maintenance. Facilities will then deliver the packages to the main delivery/pick up point in each building. A signature for freight is required at the delivery point. If no one is available to sign, a RED reminder note will be left to contact Facilities to make arrangements for delivery.

All received freight should be checked immediately for damage and shortages. The purchaser should contact the vendor for any discrepancies.

Large items delivered to campus will be delivered to the Facilities. The shipment will be opened and checked for damage. The purchaser will be contacted regarding delivery.

Freight Shipments

College employees wishing to ship a package by UPS may call Facilities to schedule a pick up. Do not place packages in the outgoing mail totes. Packages should be properly packaged with label and package value for insurance purposes, if necessary.

The package will be recorded by Facilities and noted in the UPS shipping log. A UPS shipping form will be completed by Facilities and a tracking label will be sent back to the shipper.

Contacts: Director of Facilities

Approved Date: 7/1/2016

Policy History: [Click here to enter text.](#)

Keywords: freight, shipping, UPS, DHL, mail

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