

THE
LeMoyné-Owen
COLLEGE

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SUBJECT: Overnight Packages & Delivery Services	Effective Date: July 1, 2011	Policy Number: 02-1-003
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Administrative Services –Mailroom Manager- Cabinet Members	

I. Purpose and statement of operational policy underlying the procedure.

The policy helps to ensure that all employees follow proper procedures when shipping documents or packages overnight and how to coordinate delivery pickups with the mailroom.

II. Applicability/Scope

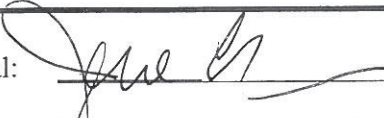
This applies to all College Personnel.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Cabinet Member	Must approve any overnight shipping request before it can be processed through the mailroom.	Same Day
Requestor	Must complete an Overnight Shipping Request and have it approved by any cabinet member before taking the package to the mailroom,	Same Day
Mailroom Manager	Will process all approved Overnight Shipping requests once proper documentation has been provided.	Same Day
Mailroom Manager	Will return shipments for departments/ divisions providing the package or document has the proper return shipping label attached.	Same Day
Mailroom Manager	Will receive shipments from US Postal Service, UPS, Fed Ex etc and while notify personnel when a shipment has arrived.	Daily
Personnel	Must coordinate pick up/delivery times with the Mailroom Manager when large deliveries are expected.	

IV. Related policies/References for more information

Administrative Services Policy Manual

Authorizing Official: 	Authorization Date: <u>10-10-11</u>
Title: <u>Director, Administrative Services</u>	