



Procurement and Sourcing Services

Effective Date: October 15, 2008
Last Update/Revision: August 1, 2010
Initiating Department: Procurement and Sourcing Services
Responsible Department: Procurement and Sourcing Services
Authorizing Person: VP for Finance and Treasurer
Policy Number: P1624

Policy Name: Shipping and Messenger Services Policy

Purpose: To inform departments of a shipping contract (Federal Express) available through Educational and Institutional Buying Cooperative (E and I).

Policy: Departments that require overnight or next day shipping for small packages should first contact University Mail Services and use the United States Postal Service Express or Priority Mail.

The E and I Buying Cooperative, offers a competitively bid shipping contract with Federal Express which qualified departments may use. A qualified department is a unit with frequent overnight mail service needs.

Departments that wish to open an account must first obtain permission from the Department Chair.

This Policy Applies to: Departments that ship packages

Procedure: Departments requesting to open an account must first get approval from the Department Head and send a request to Procurement and Sourcing Services. Each department must manage their own account by processing invoices for payment on the Direct Payment Request.

Exceptions: None

Forms: None
