



DEPARTMENT OF DELIVERY
SERVICES POLICY
CONCERNING RECEIPT AND
SHIPPING OF ACCOUNTABLE
PARCELS

POLICY STATEMENT

Delivery Services is responsible to establish policies and procedures for the receipt and distribution of all official incoming parcels, mail, freight, and for the processing of all outbound parcels, mail, and freight.

REASON FOR POLICY

The policy establishes responsibility to the Department of Delivery Services to provide timely and accurate delivery and outbound processing of all official university parcels, mail, and freight. The Department of Delivery Services will operate consistent with USPS regulations.

ENTITIES AFFECTED BY THIS POLICY

Entities affected include all units, university employees and volunteers, students and impacted members of the community.

WHO SHOULD READ THIS POLICY

- Deans, Directors, and Department Heads
 - Unit Managers
 - Any employee associated with purchasing or receiving materials at the University of Nevada, Las Vegas
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WEBSITE ADDRESS FOR THIS POLICY

<http://www.unlv.edu/depts/delivery/DeliveryServicesPolicy.doc>

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RELATED DOCUMENTS

United States Postal Code Title 39 – Postal Service

CONTACTS

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Receiving Supervisor	Benjamin Lum	(702) 895-3212	Ben.Lum@unlv.edu
Receiving Warehouse Pick up/Drop off Package		(702) 895-3212	http://www.unlv.edu/cgiwrap/delivery/pickup.php
Property Control	Request Bar code	(702) 895-0859	http://www.unlv.edu/cgiwrap/delivery/rfb.php
Computer Deployment	Andrea Darnell	(702) 895-0324	Andrea.Darnell@unlv.edu
Mail Center Manager	Hank Day	(702) 895-1180	Hank.Day@unlv.edu

DEFINITIONS

These definitions apply to these terms as they are used in this policy.

Carrier	An individual or firm that transports goods for hire
Off Load	To remove freight from a transportation vehicle
Restricted	Radioactive materials and controlled substances monitored by the Office of Risk Management & Safety
Consignee	The individual who signs in receipt of goods on behalf of the Requesting Department
Receiver	The Receiving Department employee who receives and documents the delivery of goods to the University
Requesting Department	The department that has initiated the order of goods. (Also referred to as the Using or Ordering Department)
Supplier	The company that provides goods to the University. (Also referred to as vendor)

B.O.L. B.O.L. (Bill of Lading) is the document that establishes the terms of a contract between the supplier and a shipping company under which freight is to be moved between specified points

Delivery Manifest The Shipping Department document which is endorsed by the consignee in acknowledgment of the receipt of goods delivered by the Delivery Driver

F.O.B. Destination F.O.B. (Freight on Board) Destination is the University's preferred shipping method; title to goods transfer to the University upon receipt

F.O.B. Origin F.O.B. (Freight on Board) Origin indicates that the University takes title to the goods when the goods leave the supplier's dock. The University is liable for resolving freight claims or transit damage

Packing Slip The supplier's shipping document which contains description and quantity of shipped items

Purchase Order The contract document established between the University and the supplier to purchase goods (and services)

OVERVIEW

General Comments

Delivery Services to the extent practical will manage all official university receipts and outbound shipments of parcels, mail, and freight.

Delivery Service's is a campus wide institutional support department that circumvents the need for multi-department personnel training in the policies and procedures of receiving merchandise from vendors, third party manufactures, freight agencies and mail from the US Post office. Personnel are trained in the Delivery Services department to properly handle shortage, damages, hazardous materials, etc., thus insuring the assets of the university while negating unnecessary liabilities.

Subsequently, Delivery Services processes all outbound shipments of parcels, freight, and mail. Outgoing shipments are subject to inspection by the Delivery Services staff to verify contents for Hazardous Material compliance and international shipment regulations.

The Delivery Service's Facilities are located on the Maryland UNLV campus in the Herman Westfall Building. The hours of operation are 8:00 A.M. to 4:00 P.M.

All bar code able movable property is routed through Delivery Services for qualitative and quantitative review and information (serial number, make, model, etc.) capturing and physical tagging with mandatory UNLV Property Tag as an internal control measure.

Delivery Services authorizes direct shipment of materials to the Bookstore, Sodexo Food Services, the Thomas and Mack Center or materials for any contractor working on the UNLV campus.

PROCEDURES

Receiving Materials

Delivery Services will receive all incoming packages, mail and motor freight marked for UNLV. Incoming packages and mail should be marked with an individual, department name, a purchase order number, and mail stop: without this information, the intended consignee of an item cannot be tracked, and delivery cannot be made. The Delivery Service's staff will count the specified number of packages on the freight bill and verify that all have been delivered. The inbound label should reflect the following example:

First & Last name
Bldg. Code & Room #, Mail Stop
Street
City, State & Zip-Mail Stop

Example:
John Doe
MSM 143, Box 454009
4504 S. Maryland Pkwy.
Las Vegas, NV 89154-4009

Damaged Goods

Delivery Service's staff is responsible for inspecting the exterior condition of received goods and noting visible damage. Departments are responsible for inspecting the contents and condition of delivered goods in a timely manner and resolving problems related to order discrepancies and concealed damage with the vendor.

Holding Materials

Parcels that the central receiving staff can not identify will be handled by the task presented below.

After 30 days if the item is not a purchase order it will be sent to the surplus department.

If the package is a purchase order central receiving will wait 60 days before sending the parcel to surplus.

Mail that can not be identified will be returned to the sender per US Postal Service regulations.

Delivery of Materials

Delivery Services will deliver to the ordering department all goods that do not require special handling and/or installation by the vendor. Shipments will be delivered to the designated receiving area for the department indicated on the package or purchase order, unless other delivery instructions are received prior to the receipt of the material.

Ordering department personnel are responsible for notifying the Receiving Warehouse Supervisor of any shipments that require special handling or attention, before expected receipt of material.

Delivery Services responsibility for the delivery is complete upon obtaining a signature for the material from the department. Subsequent relocations of the material are the responsibility of the ordering department. (Assistance with such moves or with setups and installations can be

arranged by sending a work order form to Facilities Management.

All next day, second day, or other expedited packages will be delivered to the departments on the same day they are received at the receiving warehouse, if receipt at the Receiving warehouse is by 12:00 P.M.

If a customer is unable to wait for delivery he/she should notify the Receiving Clerk (ext. 53212), and telephone notification will be made when the package reaches Delivery Services

All packages received by Delivery Services that do not carry any sort of expedited indication will be delivered within a maximum of three working days.

All mail received will be delivered the same day, provided the inbound address is correctly specified.

Campus Mail Stops

Incoming mail from the U.S. Postal Service and interdepartmental mail is sorted and delivered to established mail stops on scheduled routes. Outgoing U.S. Mail and interdepartmental items are picked-up at the same locations. Letters, flats, and parcels are accepted and delivered. Departments may establish or change mail stops by contacting the UNLV mail center

Personal Property

Delivery Services prohibits the use of its resources for receipt, or delivery of personal material. Personal materials should be addressed to the individual's home. If personal packages are received at The Delivery Services facilities, the recipient will be contacted and directed on the proper procedures for receiving personal property. Neither Delivery Services, nor the University will be responsible for the material if it is delayed, damaged, or lost.

Personal Mail

Campus mail services are provided exclusively for official University business. Therefore, Delivery Services does not deliver incoming commercial mail (for example, catalogs for clothing, home decor or jewelry). Faculty and staff should have all personal mail directed to their home or other non-University address.

Storage

Delivery Services has no area designated for storage of received materials; therefore, if large or bulky items are received before the department needs them; it will be the department's responsibility to provide or coordinates storage for such items.

Items not accepted within 30 days will either be transferred to off site storage with all applicable fees charge to the responsible department or delegated as surplus property.

Outbound Shipments

Delivery Services will process outgoing shipments from the UNLV campus to include Fed Ex, Freight, and US Mail.

To ship material via Fed Ex, first obtain a Shipping Authorization Form from Reprographics After filling out the Shipping Authorization form the department may contact the Shipping department for pickup and shipment of the material.

Shipping Authorization

To ship packages, a Shipping Authorization Form must be included with the package or items intended to be shipped.

On the shipping authorization form, complete the following:

- a. Date
- b. SHP Number
- c. Department Information;
- d. Ensure the account number is entered
- e. Contents of Each Box:
- f. Ship To: Ensure address is legible. (No P O Boxes)
- g. Insurance Information (if applicable)
- h. Method of Shipping:
- i. Ensure one option is checked. (1 Day, 2 Day, Ground or Truck)
- j. Signature (signature on the bottom is from an individual with signature authority on the account)

Same day Shipping

In order to insure same-day shipment of a package, a call for pickup must be received before 2:00 P.M. Items for shipping may also be dropped off at the Delivery Services the Herman Westfall Building (HWB). Fed Ex pickup of outgoing packages is at or about 3:00 P.M. each day from the Receiving Warehouse.

Insurance	Items shipped via Fed Ex are automatically insured for up to \$100. If the value of the item(s) being shipped exceeds \$100, additional insurance may be purchased from the carriers. Specify the desired insurance amount on the shipping form.
Maximum Parcel Size	Shipments up to and including 150 lb. will be made via Fed Ex; packages over this weight will be shipped via Fed Ex Freight.
Packaging	<p>Delivery Services does not provide packaging services, but can provide information on proper packaging techniques. Generally, items being returned to the vendor should be shipped in their original packaging.</p> <p>If the item being shipped is very large or very heavy, a crate may need to be built for shipment. In this case the sender should contact Facilities Maintenance. Facilities personnel are skilled and equipped to build any type of shipping container that may be required.</p>
Parcel Pick-up	<p>A pick up request for outgoing parcels or freight items can be completed on line via the Delivery Services website at: http://www.unlv.edu/cgiwrap/delivery/pickup.php</p> <p>Before requesting a pickup, please be sure the Shipping Authorization Form is completed.</p>
Outbound Mail	<p>Official University mail is processed with appropriated postage by the UNLV Mail center. Outgoing mail is delivered once daily, Monday through Friday, holidays excluded to the Sunset Post Office.</p> <p>Mail that must be posted, but is not ready prior to the last pickup for the day will have to be delivered by the department to Mail Services by 2:00 p.m. to ensure that it will go to the U.S. Post Office the same day.</p>
Mail Instruction Card	<p>A mail instruction card must be completed for over 50 or more pieces of outbound mail. A blank mail instruction card may be obtained on the Delivery Services webpage at: http://www.unlv.edu/depts/delivery/mailres.html</p> <p>All postage to be metered is charged to the initiating department through their account identifier number. For most departments, this identifier number is their 4-digit</p>

Mail stop number and should appear on the envelope or package in the upper left-hand corner in the return address.

Stationery and envelopes can be ordered through the Reprographics Department at the following web site:
http://rebelcopy.ath.cx/form_order_custom.php

Federal mail that needs to be metered and sealed should be presented to the Mail Services Department with all flaps out (not down or tucked in) in a stacked form, rubber banded together. Individual pieces must be sealed as well as odd or bulky-sized mail. Envelopes with side flaps must be sealed by the department.

First Class mail

First Class mail with postage to be metered is charged to the initiating department through their account identifier number. For most departments, this identifier number is their 4-digit Mail stop number and should appear on the envelope or package in the upper left-hand corner in the return address.

Express Mail

Express Mail Service is an expedited handling service offered by the U.S. Postal Service. Express Mail items should be prepared in the special Express Mail packaging materials to insure proper handling

Intercampus Mail

In order to use the University's mail system for interdepartmental mail transfer, place correspondence into a large manila envelope. Complete all address information to include:

Mail Stop
Department
Consignee
Consignor

Then place into your designated mailbox or container for pickup. Be sure to mark out any previous addresses on the envelope to avoid possible delays.

Bulk Mail

A bulk mailing requires a minimum of 200 identical pieces to qualify for bulk rates. Identical means the only difference in pieces is the address. A permit imprint showing that postage has been paid must be printed or

imprinted on each piece. Only pieces sent to a US address may be part of a bulk mailing. International mail does not qualify as bulk mail

Non-Profit

Money can be saved using the University's non-profit standard U.S. Mail permit, however, you must be mailing mail that can qualify in Las Vegas as a non-profit organization and is sponsored by the university. The university can lose its non-profit permit if mailings are incorrectly mailed as non-profit. A mailing with a co-sponsor that is a profit making organization cannot be sent out at the non-profit rates.

Standard Bulk

Standard Mailings are Bulk mailings that are not sponsored by the University or contain advertisements for another entity.

Processing Bulk Mailings

Alternative support for sending mailings is available Automated Mailing Services. Additionally, Mail Services has and maintains a U.S. Postal Service mailing permit for general University use, which may also be used for sending mailings at the nonprofit bulk rates. Questions pertaining to the use of the permit should be directed to Mail Center

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