The proper way for an inbound package to be labeled should reflect the following example:

**Example:**

John Doe  
MCM 143, Box 454009  
4505 S. Maryland Pkwy.  
Las Vegas, NV 89154-4009

Even though the end user’s name and department are not required for the delivery of the materials to the University, they are necessary so Delivery Services can accurately sort the packages for campus delivery.

Delivery Services will receive all incoming packages and motor freight marked for UNLV. Incoming packages should be marked with an individual, department name, a purchase order number, and mail stop.

![Tracking Inbound Packages]

Once merchandise is purchased through the proper procedures and is shipped to the University, the end user should contact the vendor to obtain a tracking number and proceed to the Delivery Services website:

http://www.unlv.edu/depts/delivery/retrack.html

From this site you can determine whether the materials have been delivered to the university.

**Sensitive Equipment Policy**

Effective July 1, 2008, the dollar threshold for sensitive equipment or items subject to theft has been increased from $500 to a value in excess of $2,000 and less than $5,000. Computers will still be bar-coded regardless of value. For a list of the sensitive equipment or to view the Board of Regents Equipment Policy please go to:

http://system.nevada.edu/Board-of-R/Procedures/P-GchapR.pdf
Once materials have been received at UNLV how long does it take for Delivery Services to process and deliver to the department?

All over-night shipments are delivered within the same day, and most packages delivered within twenty-four hours from the time the package was received providing that all address information is correct. The maximum time a package will wait before delivery is three business days.

Large Items

Large items and bulk shipments needing special handling equipment are prearranged with departments. The amount of time varies.
What happens to unclaimed packages that were not delivered due to damaged shipments or duplicate orders?

Delivery Services will attempt to contact University departments and suppliers on a monthly basis to reconcile unclaimed packages for up to six months from the date received at the Receiving dock. Packages unclaimed after six months will be disposed of according to the University’s Surplus policies.

Oversized Shipments

Central Receiving is the primary destination for shipments on campus. However, the Central Receiving Warehouse currently does not have the capability to deliver large, oversized items. Therefore, the Departments should coordinate the delivery of oversized items with the Facilities Moving Crew.

If you have an oversized or heavy shipment that may require special handling, you have the option of having the item drop shipped directly to your location, however, there may be an additional cost for this service from the vendor.

Type in Tracking Number, and then select “Search.”

The Search Results will provide the following information:

- **Item Inbound only** – Date, time and name of Receiving individual who inbound the item. Name of person, location, quantity. Item is in receiving and scheduled for delivery.

- **Item inbound and delivered** – Date, time and person who delivered item. Name of person who signed for item, and signature.