RECEIPT AND SHIPPING OF MAIL AND ACCOUNTABLE PARCELS

RESPONSIBLE ADMINISTRATOR: SENIOR VICE PRESIDENT OF FINANCE AND BUSINESS
RESPONSIBLE OFFICE(S): DELIVERY SERVICES
ORIGINALY ISSUED: 08/01/2014
APPROVALS: APPROVED BY:

____________________________________ __________________________
Gerry Bomotti Senior Vice President of Finance & Business

____________________________________ __________________________
John Valery White, Executive Vice President & Provost (The above line can be deleted or changed based on the policy)

APPROVED BY THE PRESIDENT:

____________________________________ __________________________
Donald D. Snyder

REVISION DATE: NA

STATEMENT OF PURPOSE

The purpose of Policy is to establish guidelines to facilitate delivery and handling of shipments and mail, made to and from the university. In addition, the objective of this policy is to ensure the 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.

The Department of Delivery Services 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 carrier and mail from the US Post office.

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.

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**POLICY**

The Department of 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.

UNLV's first priority is the safety of its faculty, staff, and students and considers pedestrian safety among its top concerns. As such, UNLV has adopted a closed campus policy for the safety of the campus community. Allowing commercial carriers and vehicles carriers to attempt direct deliveries would create extra vehicles on campus, driving on sidewalks and pathways designed for pedestrian and not vehicle traffic. Delivery to a central location increases property accountability, customer satisfaction and eliminates unnecessary truck traffic on campus, making the campus safer for students, faculty and staff.

The Delivery Services Department prohibits the use of its resources for receipt or delivery of personal material. Personal material should be sent to the individual’s home address or Post Office Box. If personal packages are received at the Delivery Services facility, 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 becomes delayed, damaged or lost.

State law and NSHE policy maintains that as a state agency UNLV is responsible for the custody and care of property in the agency's possession and is responsible for maintaining property records of its inventory. Moreover, it is necessary to record and inspect items purchased for accounting purposes. Thus, it is essential to record and process equipment and supplies that are received by Delivery Services.

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**RESPONSIBILITY**

**Department Head**
Departments shall be responsible for oversight of employee compliance on the proper labeling, of packages and mail, being received and shipped out. Ensures the department complies with the receipt and shipped out of personal packages and personal mail.

**Individual**
Individuals shall ensure the proper mailing address, is provided for packages and mail being received and shipped out. Personal packages and personal mail should not be sent through Delivery Services, but should be directed to their home or other non-university address.
Receiving Warehouse
Receiving shall be responsible for receiving and inspecting all incoming packages and motor freight, marked for UNLV. Receiving will deliver packages to the designated receiving area for the department. Receiving will process outgoing shipments from the UNLV campus to include Fed Ex and Freight.

Mail Center
Mail Center shall be responsible for receiving all incoming mail from the U.S. Postal Service and interdepartmental mail. Mail Center will process outgoing shipments from the UNLV campus through the US Mail.

RELATED DOCUMENTS

- NSHE Procedures and Guidelines Manual Section 2, Part 8 – Disposal of Surplus Equipment
- NSHE Procedures and Guidelines Manual Section 2, Part 9 - Equipment Inventory
- UNLV Foundation Gift in Kind Policies and Procedures
- UNLV Purchasing Policies
- Code of Federal Regulations - United States Postal Code Title 39 – Postal Service
- Nevada State Administrative Manual Section – 1200 - Mail Services

CONTACTS

Direct any general questions about this university policy to your unit’s business service center. If you have questions about specific issues, contact the following offices:

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Receiving Warehouse</td>
<td>Pick-up/Drop-Off Package</td>
</tr>
<tr>
<td>Mail Center Manager</td>
<td>Pick up Mail/Accountable</td>
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<td></td>
<td>(702) 895-3212</td>
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<td>(702) 895-3786</td>
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DEFINITIONS

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

Carrier - An individual or firm that transports goods for hire

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)

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)