



# EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

## **CHE-1      Processing of Overnight and Small Package Delivery Solutions**

**APPROVED:** May 8, 2002      **REVISED:** November 8, 2012  
**Year of last review:** 2021  
**AUTHORIZING BOARD POLICY:** CHE

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Director of Auxiliary Services

**OBJECTIVE:** To establish guidelines for standardization of overnight and small package delivery solutions.

The terms defined below are used in conjunction with the procedure statements to follow:

Overnight Letter/Package: Guaranteed next-day business delivery for letters and packages weighing up to 150 pounds.

Ground Service Package: A single package shipment exceeding the overnight letter weight up to a maximum of 150 pounds.

Hundredweight: A single shipment of multiple packages shipped to the same address and weighing 200 pounds or more.

### PROCEDURE:

#### I. General Provisions

- A. The originator is responsible for initiating requirements for pick-up and delivery of overnight and small package services. If shipment is not processed through the Distributional Services Department, the requestor will be responsible for providing shipping data to the Accounts Payable Department to ensure prompt payment of services rendered.
- B. The Office of Distributional Services will facilitate the following steps:
  - 1. Expedite and process the overnight and small package services requirements.
  - 2. Provide cost shipment data analysis to Accounts Payable, except when College departments' exceptions have been granted.
  - 3. Coordinating logistical data/issues in dispute with Accounts Payable, Purchasing and Customers.

#### II. Process

##### A. Overnight Letters:

- 1. El Paso Community College departments may coordinate with Distributional Services the pick-up and delivery of overnight and small package delivery services.
- 2. The overnight delivery service will be scheduled and dispatched utilizing District-approved, designated vendors.

##### B. Ground Service Packages/Hundredweight Shipments:

El Paso Community College departments will package when possible, and dispatch shipments to the Distributional Services Department. The requestor will provide the department's fund, organization, account code, shipment delivery address, insurance valuation, if international shipment, manifest customs declaration, and tentatively desired shipment arrival date. The Office of Distributional Services will package, if required, weigh, label and ship via the District approved carrier(s) at the most economical rate consistent with the required delivery date. Exceptions may be granted by the Distributional Services Department, as needed.