

<b>Central Texas College Materials Management Policy and Procedures Manual</b>	<b>Policy No. 210 November 2006</b>
<b>Shipping Procedures</b>	

## **I. GENERAL**

Under normal circumstances, materials that are to be shipped from the Central Campus are packed and addressed by the originating department. The Receiving/Shipping Department will provide whatever assistance possible.

## **II. PROCEDURES**

Outgoing shipments will be processed using the following procedures:

- A. The RSD will assist the originating department in determining the method of shipment. Normally, items that weigh less than 150 lbs. and measure no more than 108 inches are shipped by United Parcel Post (UPS) or the United States Postal Services (USPS). The UPS shipper's guide has instructions for packing, recording addresses, etc.
- B. Federal Express (FEDEX) freight service is basically the same, except that the weight cannot exceed 150 lbs. The FEDEX shipper's guide has instructions for packing, recording addresses, etc.
- C. Boxes weighing 70 lbs. or less and exceeding 108 inches are shipped overseas by USPS certified, insured, or registered mail, with request return acknowledgment. Package preparations are the same as for UPS, except that registered mail must use paper tape on all ends and exceed \$1,100 in value.
- D. All items not shipped by UPS, USPS, or FEDEX are shipped by freight lines. For the most part, this includes items too large to ship by the aforementioned modes.
- E. When the freight agency has been selected, a bill of lading is prepared and arrangements are made for pick-up.
- F. Cargo shipments include overseas shipments and site-to-campus shipments. In order to assist in these shipments, the following information must be provided.
  1. Precise information as to what will be shipped.
  2. Quantity of each item to be shipped.

3. Packed weight of each box or crate.
4. Value of each item.
5. Shipping point address with name of person to contact and their telephone number.
6. Destination address with name of person to contact and their telephone number.
7. Account number to be charged for the shipment.
8. The RSD will provide any pertinent instructions and information as to the estimated cost and best mode of shipment for the particular cargo after the above information is provided. Upon approval for the shipment to be made, the RSD will make the arrangements, if so desired by the shipper.