

Approval Date: December 20, 2004

Parent Policy: [Supply of Goods and Services Policy](#)

On Campus Courier Services Procedure

Office of Administrative Responsibility:	Supply Management Services
Approver:	Director, Supply Management Services
Scope:	Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B).

Contact for questions about this procedure:	SMS Dispatcher 780-492-4122 dispatcher@ualberta.ca
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Overview

Distribution Operations provides an on campus courier service that will transport materials from one department to another, from individual departments to central shipping and from central receiving to campus. This service is available to the entire campus including departments and faculties.

Purpose

To expedite shipments that are required immediately by campus and cannot wait for the standard delivery pattern to occur.

To provide departments/ faculties the ability to get outgoing shipments to the central shipping department for preparation prior to the arrival of the courier companies at the end of each day.

To allow departments to transport items between different facilities on campus without physically having to move or carry them.

To deal with emergency situations that occur on campus.

PROCEDURE

This service is available to the entire University of Alberta campus. There are two types of services available to them and they include cost recovery service and no charge service. Items that are being picked up from one department and transported to another are chargeable and require accounting information when requesting the service, (speedcode and account #). Items that are being picked up from campus and taken to central shipping or from central receiving and being delivered to campus are a no charge service. To access these services follow these procedures:

- Contact the central dispatch at 492-4122.
- Provide the dispatcher with the department name, contact person, phone number, originating room number and building, delivery room number and building, speedcode and account number (for chargeable service only), and description of goods.

- If there are any time restrictions on the request provide this information to the dispatcher, i.e. (must be moved within the hour).
- The dispatcher will contact one of the courier operators working on campus and dispatch the request to them.
- The driver will arrive at your department, pick up the shipment and transport it to the appropriate location.

DEFINITIONS

There are no definitions for this Procedure. [[▲Top](#)]

FORMS

There are no forms for this Procedure. [[▲Top](#)]

RELATED LINKS

Should a link fail, contact uappol@ualberta.ca. [[▲Top](#)]

There are no related links for this Procedure.