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Name:	Courier Services – Incoming Service
Policy Number:	2-6004
Origin:	Financial Services
Approved:	1 August 1994
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Procurement Services
Effective Date	1 September 2007
Revision Date(s):	1 July 1997 1 September 2007

All incoming courier envelopes will be accepted at Inventory & Distribution and re-directed to the addressee through normal distribution methods. (If feasible department mailboxes; if too large, delivered to the department). Where a member of the department is waiting for an urgent shipment they are advised to contact Inventory & Distribution in advance to make special arrangements.