



One University. One World. Yours.

Name:	Courier Services – Liability Limitation
Policy Number:	2-6005
Origin:	Financial Services
Approved:	1 March 1993
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Procurement Services
Effective Date	1 September 2007
Revision Date(s):	1 April 1994 1 September 2007

Occasionally departments will have a shipment which may contain something of real monetary value, rather than just documentation.

Shipments sent via **Purolator** are automatically insured to a value of \$2.00/lb (4.41/kg) computed on the total weight of the shipment or the declared value of the goods to a maximum of \$5,000.

Shipments sent via the **FedEx** Envelope and Pak are automatically insured to a declared value of \$100.00 or the real value of the goods, whichever is lower.

In all cases, additional insurance is available at a charge. Accordingly, where shipments exceed the insurable values, please read any references to liability limitations on the waybill to determine:

- where to show a declared value on the face of the waybill
- the effect, if any, a declared value may have on the cost of courier service

It is possible that the courier may refuse the shipment because of the value.

Please consult with staff in Postal / Procurement Services for further clarification.