
Courier And Delivery Services Policy

Effective Date

January 01, 2001

Policy

Facilities and Services provide an internal daily delivery service between AU Central and the Tim Byrne Centre. A Weekly Delivery and/or pick-up Service is provided between AU Central and the City of Edmonton. Where practical, this service is handled by the University Driver. All other deliveries will be sent by External Courier. The Facilities and Services Department will determine which courier service to use. Procedure

A. City of Edmonton Delivery/Pick-up (Weekly)

Requests for pick-up and/or delivery must be made on a Delivery Requisition. Delivery Requisitions are available on-line through the Intranet. Ensure that the full street address and sufficient information is provided to enable the driver to find the vendors location quickly (e.g. floor number and/or room number).

Items for Deliveries to Edmonton - ELC, the Centre for Innovative Management (St. Albert), and Outside Vendors MUST be received along with the completed Delivery requisition no later than 3:00 p.m. on the Wednesday of each week, in order for the delivery and/or pick-up to be made on the Thursday.

B. Tim Byrne Centre (Daily)

Facilities and Services operate a daily mail and delivery service between AU Central and the Tim Byrne Centre. Items being sent by regular inter-departmental envelopes do not require special handling.

C. Internal Delivery

Larger items and requests for pick-up and delivery between departments must be accompanied by a delivery requisition. Delivery Requisition Forms are available on-line through the Intranet.



D. External Courier

Items to be sent by external courier must be received, together with a Courier Requisition, by 10:00 a.m., for the same day shipping. These items are to be sent to the Mailroom Assistant, Facilities and Services. Ensure that the full street address is supplied. Facilities and Services, Mailroom will ship by the most economical route.

E. Emergency Delivery

Emergency shipments require prior approval of the Director of Facilities and Services, or designate.

Approved By

Executive Group

Amended Date/Motion No.

April 26, 2000

Related References, Policies and Procedures

Applicable Legislation/Regulation

Responsible Position/Department

Facilities and Services