

<b>Policy Area:</b> Business Office	<b>Subject:</b> FedEx
<b>Effective Date:</b> 2/13/23	<b>Page Number:</b> 1
<b>Approved Date:</b> 2/13/23 <b>Revision Date:</b>	<b>Approved by:</b> Gina Craft

**1. Rationale or background to policy:**

- To establish guidelines regarding the use of the College’s FedEx account.

**2. Policy Statement:**

- To facilitate compliance with the University purchasing policy, all faculty and staff shall follow this policy regarding shipping with FedEx.

**3. Procedures:**

- Faculty or staff who shall request a Bill of Lading from one of the business office staff.
  - The account to be charged should be noted on the top slip, which should be placed in the folder marked “FEDEX”.
  
- The person initiating the shipment will take the package(s) to FedEx.
  - FedEx requires a great deal of information regarding package contents that must be provided at the time of drop-off. The sender is the person with the appropriate knowledge of the contents and safety issues regarding shipping.
  
- The receipt issued by FedEx should be placed in the folder marked “FEDEX” within 24 hours of shipment.
  - *This step of the process is critical – this is the documentation that must be submitted to the controller’s office along with the request for payment.*