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

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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.