

California State University East Bay

Department: **Shipping and Receiving**

Procedure No: 2

Date Issued: August 1, 2011

SUBJECT: Receipt and Processing of Express Shipments

PURPOSE: To provide instructions on the receipt, handling and processing of express shipments.

I. OBJECTIVE

Shipping and Receiving's objective is to expeditiously process and deliver all express shipments that are received from FedEx, DHL, UPS, and other carriers.

II. POLICY

All Express shipments delivered by any of the express delivery carriers shall be delivered within one (1) hour of receipt.

III. PROCEDURE

All Express shipments will be moved to the delivery staging area for expedited delivery. All other receipts will be made within 24 hours after receipt at Shipping and Receiving.