

Rock Valley College

Shipping and Receiving RVC Administrative Procedure (2:40.040)

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A. Purpose

Per Board Policy 2:40.040, the College has established a campus-wide policy that the College will have central locations for shipping and receiving. The Mail and Distribution Center (MDC) located on main campus is the College's central location for shipping and receiving.

B. Department and Primary Point of Contact Involved

Business Services:

- Mail and Distribution Center (MDC) staff
- Manager of Business Services

C. Definitions

MSDS: Material Safety Data Sheet – a reporting tool for the tracking of hazardous and potentially hazardous materials.

Taggable item: An asset procured or donated to the College that will be given a tag number by Business Services. Items are tagged if they are one or more of the following items.

- A high-theft item
- An electronic item tagged for tracking purposes, such as IT equipment
- Tangible goods singularly valued at \$5,000 or more
- An item that is an integral part of a larger purchase that is a capital expense

Capital asset: College property that has an estimated useful life of more than one year and the property can be movable or immovable, tangible or intangible, fixed or circulating. Capital assets always have a value equal to or greater than \$5,000.

Fixed asset: A capital asset that is a tangible good that is valued at \$5,000 or more and is therefore tagged in the system.

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D. Procedures

Rock Valley College (RVC) provides a centralized location for shipping and receiving to ensure a safe, efficient, and accountable process. The central location for all College-related shipments is the Mail and Distribution Center located on main campus. Departments may route certain shipments to other College locations, but only through coordination with MDC. Under no circumstances should a College-related shipment be directed to a non-College location.

To ensure safety, all deliveries are directed away from student-populated buildings. All deliveries, including those from larger vehicles, are routed to the north side of main campus to the Support Services Building (SSB). Those vehicles park only in the back of the SSB at the dock of the MDC. Routing these vehicles minimizes traffic risks and disruption to academic spaces.

The MDC is the first point of contact for hazardous materials. All MDC staff receive training on safety measures for handling hazardous materials and record receipt of such materials in the MSDS system before sending the material to its next destination.

Providing a central location for shipping and receiving reduces costs through consolidated handling and fewer missed deliveries. The MDC maintains an efficient workflow with limited staff in part due to the requirement that goods flow through the central location. The MDC always has a staff member on hand to receive deliveries and communications from delivering vendors, reducing the likelihood of additional delivery fees or loss due to returned shipments.

The MDC is the first point of contact for taggable assets and is critical in maintaining the fixed asset process. MDC staff coordinate with the Inventory Coordinator to ensure that all high-value items are properly identified, tagged, and added to the fixed assets database upon arrival to the College.

Mail and Distribution oversees all inbound and outbound shipments. This requires staff to coordinate and maintain working relationships with external delivery vendors. Vendors are aware that the only delivery location for the College is the MDC, and the campus is notified of this requirement through the MDC Intranet page and routine notifications through the daily news.

When a department anticipates a shipment will need to be sent directly to their College location, they must coordinate with MDC staff and obtain preauthorization from Business Services before shipping or receiving independently.

Departments must provide advance notice to MDC for oversized shipments or items requiring special handling (e.g., oversized equipment, artwork, exhibits). MDC may advise contacting Plant Operations for assembly or installation needs.

E. Related Documents

RVC Board Policy 2:40.040 Shipping & Receiving

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RVC Administrative Procedure: Mail Service (2:40.040)

How to Ship Letters or Packages (BSE MDC SOP WIP)

Reference: Administrative Policy Manual 3.70.020, # 194, 195

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