

Rock Valley College

RVC Board Policy 2:40.040

Shipping and Receiving

The purpose of the Rock Valley College campus-wide policy on shipping and receiving is to acknowledge that the establishment of central locations for Shipping and Receiving will best meet the requirements of the College. The central locations provide a safe environment as trucks are diverted away from students and staff.

It is the policy of the College to establish central locations for Shipping and Receiving to mitigate costs and personnel needs. Commitment to the fixed asset management policy and procedures is implemented through relationships with the Mail Distribution Center (MDC). Delivery and pickup by any vendor at other campus buildings is not permissible without preauthorization of the MDC.

Implemented: March 24, 2009

Revised: April 8, 2014