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. Rock Valley College has established central locations for the processing of inter- campus and external mailings related to the College's official business following Federal mailing guidelines.

It is the policy of the College to establish central locations for Shipping and Receiving to mitigate costs, ensure safety and meet personnel needs. Commitment to the fixed asset management policy and procedures is implemented through the Mail and Distribution Center (MDC). The MDC is a restricted service that distributes and processes the College's official mail. The College prohibits the use of MDC for personal or the private gain of employees or non-College groups. The College also prohibits the delivery of College property to any location not established by the College. Delivery and pickup by any vendor at other campus buildings is not permissible without preauthorization of the MDC.

Reference: Administrative Policy Manual 3.70.020, # 194, 195
Implemented: March 8, 1982
Revised: April 8, 2014; October 28, 2025