

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 4.2.6.1
Related Policy: 4.2.6
Title: Courier Service between Campuses
Responsibility: Vice President of Finance and Administration

Original Approval Date: 08-12-1997
Last Cabinet Review: 11-17-2021
Last Revision: 11-17-2021

President

The mail for each campus will be picked up by the assigned College courier from the Campus Mail Room and delivered to the appropriate campus.

The Shipping/Receiving Manager is responsible for supervising the courier service and also coordinates additional pick up requests and deliveries to locations not designated on the normal route.

The Shipping/Receiving Manager will ensure that the mail is scheduled to be picked up as scheduled. If the mail has not been received on the appropriate campus by the predetermined time, the Shipping/Receiving Manager will be notified in order to facilitate corrective action. In the event that the Shipping/Receiving Manager is not available, all matters concerning these instructions can be forwarded to the Procurement Manager's office for appropriate action.