

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:	07-24-2024
Last Revision:	01-11-2023

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President

The mail for each campus will be picked up on a scheduled basis, sorted, and delivered to the appropriate campus by the College courier.

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 schedule is maintained. 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.