



**SOUTH TEXAS  
COLLEGE**

# **PURCHASING AND DISTRIBUTION SERVICES HANDBOOK**



**August 2019**

# **PURCHASING AND DISTRIBUTION SERVICES HANDBOOK OF PROCEDURES**

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# **I. INTRODUCTION**

## **Section 1.0 Unit Mission**

The South Texas College Purchasing and Distribution Services are committed to securing the best value in the acquisition of goods and services, delivering quality services, and protecting College assets to support the College's educational mission in adherence to applicable laws, policies, and best practices.

## **Section 1.1 College Vision**

South Texas College is a world-class institution advancing regional prosperity through education for a better quality of life in our community.

## **Section 1.2 College Purpose**

South Texas College is an innovative, public, post-secondary institution providing quality education and career pathways for the people and communities of Hidalgo and Starr counties. The College achieves student success, nurtures talent development, and promotes economic vitality through collaborative and creative approaches to teaching, learning, and support services.

## **Section 1.3 College Core Values**

Student Success, Opportunity, Excellence, Innovation, Community, Professionalism, Collaboration, and Integrity

## **Section 1.4 College Guiding Principles**

- South Texas College shares collective responsibility for student learning, student success, and regional prosperity.
- Students succeed through mutual engagement with the College at each stage of their educational pathways.
- South Texas College champions innovation through its willingness to transform the College's systems to meet the educational and workforce needs and challenges of our region.
- Collaboration with educational and business partners is key to student, college, and community successes.

## **Section 1.5 College Strategic Directions**

- Clear Pathways, Access and Success, High Success Rate, Collective Responsibility, Collaboration, and Cost Efficiency

## **Section 1.6 Purchasing Authority**

### **Purchasing Authority Policy 5200**

#### **LEGAL AUTHORITY**

**Approval of the Board of Trustees**

**Board Minute Order dated November 9, 1995**

**As Amended by Board Minute Order dated October 24, 2005**

**As Amended by Board Minute Order dated October 15, 2009**

#### **Governing Law**

South Texas College procures, supplies, materials, equipment and services in a manner consistent with applicable governing rules of the State of Texas as contained in the Texas Education Code, Government Code, Local Government Code, Texas Revised Civil Statutes and the Texas Attorney General's Opinions relating to Purchasing. In instances where purchases are funded by the United States Federal Government, or a subunit thereof, applicable procurement rules and procedures shall be applied.

#### **Authorization to Conduct Purchasing**

The Director of Purchasing is delegated the authority to act as an agent for the College in carrying out the purchasing activities of the College. The Director of Purchasing and other Purchasing Department employees are the only employees authorized to conduct purchasing duties under established guidelines.

#### **Unauthorized Purchases**

Purchases made in violation of College policies and procedures shall be considered unauthorized. Any employee of the College may be held personally responsible for payment of any unauthorized purchases made in the name of the College.

The College will not enter into any contract with an employee to purchase supplies, materials, equipment or vendor services from the employee, nor will the College enter into any vendor contract with a former employee within a one-year period from the date of employment termination. The College will not knowingly do business with a firm in which an employee of the College is acting as partner, sole proprietor, officer, agent, employee or director of any firm.

# **PURCHASING**

## **II. PURCHASE REQUISITION**

### **Section 2.0 Properly Completing an Online/Manual Requisition**

Banner Online/Manual Requisitions are the forms utilized to communicate a procurement request to the Purchasing Department. It is also the formal authorization by the Financial Manager to charge budgets under his/her control for the items purchased.

The information submitted on the online/manual requisition is utilized to generate a written quotation, bid and/or formal purchase order, so it should be as accurate as possible. If there are more detailed specifications applicable to the items purchased, forward a separate sheet listing those requirements to the Purchasing Department.

The banner/manual requisition must include the following information: Delivery Date, Deliver To, Justification, Contact Person and Thorough description of items, Quantity, Dollar Amount, and Suggested Vendor. After the requisition is complete, any backup information must be forwarded to Purchasing.

### **Section 2.1 Additional Requisition Approval (s)**

The financial manager must approve all online/manual requisitions. The following purchases required additional approval by the following:

1. The purchase of technology equipment (ex: computers, software, printers, and peripherals.) requires the approval of Dr. David Plummer, VP for Information Services, Planning, Performance, and Strategic Initiatives or designees Monica B. Trevino, Project Management Analyst II for software and Jaime Solis for hardware
2. The purchase of audio visual equipment (ex: digital cameras, televisions, projectors, etc.) requires the approval of Marie Evans, Director of Educational Technologies or Eddie Diaz of Educational Technologies Manager.
3. The purchase of furniture must be approved by Rick De La Garza, Director of Facilities Planning and Construction, or Heather Thompson, Space Management Specialist.
4. Requests involving building modifications (ex: electrical work or locksmith requests, etc) must be approved by George McCaleb, Director of Operations and Maintenance.
5. Request using grant funds require approval from Grant Financial Manager and Business Office Grant Office.

### **Section 2.2 Forward to Purchasing**

The following information must be forward to the Purchasing Department when available: item specification, vendor quotes, and vendor W-9 forms. This will help expedite the Purchasing process.

## **III. ON-LINE REQUISITIONS**

### **Section 3.0 Request for Banner On-Line Requisition Access**

A Banner Access Request Form (found on Business Office website) must be completed and forwarded to Jose Salinas, Business System Analyst. It must include: Name, A#, and Organization(s) for the person requesting access. The Business Office will forward to Purchasing for requisition access/approval and Information Technology to set up the user account. Information Technology will contact the person requesting access to provide with log in/access information.

### **Section 3.1 Call Purchasing for Training**

Upon receiving access notification, a call will need to be made to the Purchasing Department for Banner On-Line Requisition Training by appointment. The training will be held at the Purchasing Department.

## **Section 3.2 On-Line Requisition Process**

The program or department staff will have the ability to enter all requisitions to Banner Finance, Purchasing will review and approve or deny the requisition, Business Office-Budget Control will review the availability of funds, and the Financial Managers will review and approve or deny the requisition(s) as needed. The Banner form(s) may be printed out for your records.

## **IV. BOARD APPROVED PURCHASING LEVELS (BOARD POLICY 5210)**

### **Section 4.0 Level I (Purchases Valued Less than \$10,000)**

When the College seeks to purchase personal property or services of a value less than \$1,000, quotations can be verbally accepted. Purchases valued at \$1,000 or below \$10,000 will require a written quote (faxed or emailed). The purchasing decision will be based on past experience with the vendor, considering price, quality, and delivery date.

❖ All federal grants must have three written quotes for all purchases valued at \$3,000 and over.

### **Section 4.1 Level II (Purchases Valued at \$10,000 and above but below \$50,000)**

When the College seeks to purchase personal property or services valued at \$10,000 and above but below \$50,000, the College shall request at least three written quotations or one quote from a state or purchasing cooperative approved vendor. Quotations will be recorded and kept with the purchase order for audit purposes.

### **Section 4.2 Level III (Purchases Valued at or above \$50,000)**

All College purchases and contracts valued at or above \$50,000 shall be made by one of the methods authorized by Section 44.031 Texas Education Code, Local Government Code 271.082 or 271.083 and in accordance with the procedures required. This includes all competitive bids or cooperative purchases. **All level III awards or purchases required approval by the Board of Trustees.**

## **V. Purchase Order Types**

All the following are purchase orders types:

### **Section 5.0 Regular Order – 2 Way**

A two-way purchase order is for services related purchase orders or open purchase orders. Please note that all requests for onsite services will not be processed until the vendor's worker compensation insurance is received and verified. The departments involved are Purchasing and Accounts Payable.

### **Section 5.1 Regular Order – 3 Way**

Most orders, vendors will deliver goods to the Central Receiving Warehouse and the Receiving Department staff will verify items and deliver to the end-user/requester. The vendor may also deliver to the department, if the weight of the equipment exceeds 1,000 pounds or if installation is included with the purchase of the equipment. If the item(s) are delivered to the department, the department is required to contact the Receiving Department. The departments involved are Purchasing, Central Receiving, and Accounts Payable.

### **Section 5.2 Technology Purchases**



For technology related items such as: servers, computers, laptops, software, network equipment, switches, phone, etc. The vendors that have been awarded a contract in the State of Texas Department of Information Resources (DIR) program or a purchasing cooperative program have completed the Level I-III requirements. If the purchase is greater than \$50,000, it will require Board of Trustees approval but it does not necessarily have to go out for bid. A DIR quote is not as formal as a bid and therefore does not take as long as a request for proposal (RFP).

### **Section 5.3 Blanket Order**

Example: Hardware and materials or other items that can be picked up locally by the departmental personnel. The required information in the description line of Purchase Order:

- Listing of items that will be purchased
- Name of Event
- Listing of Personnel who are authorized to purchase
- Period of time the blanket order will be used
- All items purchased on a blanket order with the exception of food and any type of service must be routed through Receiving for a Key Receiving Form and South Texas College Fixed Assets tag if needed.

### **Section 5.4 Consultant Services**

An agreement between South Texas College and provider, a contract must be completed and signed by the President and provider for services at and valued at \$1,000 and over. An online requisition should be entered and contract with original signature must be forwarded to Purchasing Department. For services under \$1,000, the agreement can be signed by the organizations financial manager.

### **Section 5.5 Subscriptions**

If it is a new subscription or renewal, it will require an order form or renewal notification/invoice. The online requisition needs the name and location of the subscriber and the period of time for the subscription. All subscription are prepaid, please include a prepayment form with the backup document which are forwarded to Purchasing.

### **Section 5.6 Memberships**

All memberships must be in the name of the College and not an individual. The Banner requisition must include the member's name, member number, and membership period. A membership form and prepayment form must be completed and sent to the Purchasing Department.

### **Section 5.7 Food Purchases**

All food purchases must be purchased using an auxiliary budget. All auxiliary organization must have a fund of "31XXXX". The Banner requisition must include the event, purpose of meeting, meeting agenda, date of the event, a list of the attendees, and list of employees authorized to purchase. The Business Office guidelines for food purchases must also be followed. On occasion, a grant may allow the purchase of food.

### **Section 5.8 Sole Source Purchases**

A sole source is used for a purchases that is based upon a need for some features or characteristics (specification) that are unique to the requested product or service that cannot be provided by any other product or service. An online requisition must be submitted with a completed Sole Source form by the end user and written documentation/confirmation from the sole source vendor. The Sole Source form and vendor written confirmation will be reviewed and approved by the Purchasing Department.

## **Section 5.9 Emergency Purchases**

An emergency purchase is necessary when in an act of nature may delay or prevent instruction of students. Please contact the Purchasing Department for further instructions.

# **VI. Formal Bids – Require requisitions before bidding process can begin.**

## **Section 6.0 Complete an Online Banner Requisition**

Must state location where the item will be used, recommended vendors, justification/purpose for purchase, who will use the item, and the date when the item will be needed.

### **Section 6.1 Specifications**

All specifications must be forwarded to the Purchasing Department.

### **Section 6.2 Prepare Bid**

Will be prepared by Purchasing Department staff but will not be mailed until it has been reviewed and approved by the end-user.

### **Section 6.3 Department Review/Approval**

End-user must approve specifications and vendors before bid is mailed or emailed. The bid will be advertised in the local newspaper twice and the bid opening will be 10 days after the first advertisement.

### **Section 6.4 Mail or Email Bid**

It will be mailed and/or emailed after the department has reviewed and approved request for proposal.

### **Section 6.5 Bid Opening**

Requires an authorized person(s) from the department to attend the bid opening and complete an evaluation form for each proposal. All bid openings are open to the public.

### **Section 6.6 Department Review/Approval**

Purchasing Department will use the criteria listed below as approved by the Board of Trustees.

- The purchase price;
- The reputation of the vendor and of the vendor's goods or services;
- The quality of the vendor's goods or services;
- The extent to which the goods or services meet the district's needs;
- The vendor's past relationship with the district;
- The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
- The total long-term cost to the district to acquire the vendor's goods or services; and
- Any other relevant factor that a private business entity would consider in selecting a vendor.

All bids must be evaluated by the requesting department and Purchasing.

## **Section 6.7 Board Approval**

All award recommendations will be submitted to the Board of Trustees for review and approval/disapproval. Keeping in mind, the timeline that the Purchasing Department must keep to submit items to the Vice President's office for the committee or board agenda.

## **VII. Travel**

### **Section 7.0 Airfare**

All airfare reservations are made by contacting the board approved travel agency vendor for a price quote. A twenty-four (24) hour hold is placed on the quoted ticket. A travel authorization (manual or online) with the agency name must be completed and forwarded to the Business Office. If manual, an approved copy can be faxed or emailed to the Purchasing Department to expedite the ticketing process. (Fax: 872-4688; Email: stcpurchasing@southtexascollege.edu) Please keep in mind that airfare valued at or over \$1,000 will not be processed. The department will be contact to adjust the date and time to keep the airfare below \$1,000. If that option is not available, the Vice President for Finance and Administrative Services will be contracted. The VPFAS will contact the division vice president prior to approval/disapproval.

The Purchasing Department will receive a copy of the manual authorization and call in a purchase order number for the reservation. If the travel is online, the Purchasing Department will process the airfare as soon as the final approved authorization is received via email notification. Airline ticket final itinerary will be emailed to the Purchasing Department by the board approved travel agency. The Purchasing department will forward the final itinerary via email to the traveler and administrative assistant/secretary for a final verification. It is recommended that travelers check-in 24 hours prior to the flight to confirm the final departure time.

### **Section 7.1 Car Rentals**

If a car rental is necessary, an online Banner requisition must be completed after the reservation has been completed online with the rental agency. A list of the authorized person(s) driving, confirmation number, and date of travel must be included in the requisition.

When renting a car with a purchase order the additional insurance coverage is included required at the time the reservation is created online. If using a personal credit card for the rental of a vehicle, the additional insurance is required to be purchased.

Purchasing will create a purchase order and email it to the traveler with the final confirmation number.

## **VIII. Expediting Procedures**

### **Section 8.0 Timeline**

The department purchase order will indicate the delivery time of the order. If the time has expired, the department must contact the Purchasing Department for order status.

### **Section 8.1 Return/Missing Item Form**

A return or missing item form must be completed and faxed/emailed to the Purchasing Department as soon as possible. This form is used for the following: an item is missing, an item is damaged, or if an item was sent incorrect.

The return/missing item do's

- Fill out form as complete as possible;
  - Where the item # is requested please specify our purchase order line #
- Make sure to include a packing slip with your form (if available);

- Remember to that you only have 2/3 days to report any discrepancies to the vendor;
- Send original forms through inter-campus mail after faxing them, so that we have a legible copy and any other information if needed;
- If you have a return: the item must be ready for the Receiving Department staff to pick up.

## **Section 8.2 Contacting Vendors**

It is not recommended that departments contact vendors with any problems on orders. On a problem order, the Purchasing Department is required to document all communication with vendors and obtain proper return authorizations.

# **IX. End of Year Deadlines**

## **Section 9.0 Capital Purchases**

All capital purchase requisitions must be received by the Purchasing Department no later than the last working day of April. The Division Vice President and President must approve all capital purchases/requisitions received after the deadline.

## **Section 9.1 Operating Purchases**

All operating purchase requisitions must be received by the Purchasing Department no later the last working day of May. Any requisition not meeting this deadline must be reviewed by the Division Vice President, Vice President for Finance and Administrative Services, and approved the College President.

## **Section 9.2 Grant Purchases**

All grant purchase requisitions must be receiving by the Purchasing Department ninety (90) days before the grant expires.

# **DISTRIBUTION SERVICES**

## X. Distributional Services Procedures

### Section 10.0 Receiving

#### ➤ What happens to your order once it is placed?

- After purchase orders are generated, the purchase orders is sent to the Receiving Department so that a Key Receiving Form can be completed.
- All purchase orders are filed by Purchase Order number until the merchandise arrives at the Receiving Department Warehouse.

#### ➤ What happens to your order after it is received?

- After merchandise arrives at the warehouse, the cartons/boxes are inspected to ensure items are in good condition.
- Merchandise is then checked against the KRF & PO for accuracy. If there are any discrepancies, they should be specified in the KRF.  
Ex: damaged item(s), incorrect item(s), back order(s), etc.
- When the matching process has been completed (posted received in Banner) and the KRF has been properly filled out, the pink copy is then sent to the Purchasing Department. The pink copy informs Purchasing to follow up on any problems that are discovered with the order.
- Items are also tagged, posted in Banner, and delivered to the requestor. Once the merchandise is delivered, the requestor/designee must sign the KRF and the golden rod copy is provided for their records.

#### ➤ What is the relation to Accounts Payable?

- Once the purchase order is updated as received in Banner Finance, it allows Accounts Payable to pay the vendor invoice.
- The original purchase order and KRF is filed for future reference at the Receiving Department.

**NOTE:** If merchandise is picked up by the requestor using an open purchase order, it must be taken the Receiving Department so that a KRF can be completed. If the vendor delivers to the department, the department must contract the Receiving Department tag the asset and to complete a KRF.

**REASON:** A KRF is completed so that the vendor invoice is paid, property is tagged, and recorded in fixed assets log.

#### ➤ Merchandise without purchase order number

**NOTE:** All incoming packages that do not reflect a P.O. number will stay at the Warehouse until a PO can be identified.

**REASON:** A purchase order number or a donation forms are methods that inform Receiving that the merchandise/items are correctly acquired by the College. When packages are accepted, they become South Texas College's property, which obligates the College to pay for these items.

## **Section 10.1            Fixed Assets**

### ➤ **What is a Fixed Asset?**

- A fixed asset is any single item purchased by the College that has a life expectancy of one year or more and a value of \$999.99 or less.  
    Example: telephones, calculators, printers, desks, and chairs, etc.

### ➤ **What is a Capitalized Asset?**

- A capitalized asset is any single item purchased by the College that has a value of \$5,000 or more.
- We are required to keep track of all assets with the value of \$1,000 or more in Banner Fixed Assets

### ➤ **Process of recording and approving assets**

- South Texas College is required to keep track of all assets, maintain an up to date location of asset, up to date custodian of the asset, and run a report for the auditors with a listing of all assets.
- Tagging items take place when orders are received and inspected for accuracy. Tagged items are recorded on a log for later approval in Banner Fixed Assets.
- Items are tagged based on cost over/under \$1000 regular account or grant account and recorded in its proper log for future approval in the Banner/Fixed Assets system.
  - Non-Capital = Purple Tag (upon request),
  - Capital = Silver Tag,
  - Grant Non-Capital = Green Tag, and
  - Grant-Capital = Silver & Green Tag
- Before the end of the month an extraction report is generated and verified to complete and update the new assets in Banner Fixed Assets. The following information is updated for each asset: asset type, acquisition date, serial number, tag number, location (campus, building & room/office number), location code, custodian name, and custodian (A) number. This will record a complete asset history for that particular asset.
- After the new assets have been updated in Banner Fixed Assets, the Business Office will reconcile the capital assets in the general ledger.

### ➤ **Regular account assets**

- A list of approved assets is maintained by organization by Fixed Assets for audit purposes.

### ➤ **Grant account assets**

- A separate list of approved assets purchased with grant money is maintained by Fixed Assets for audit purposes as well.

### ➤ **Banner Fixed Assets Workflow**

- The Banner Fixed Assets Workflow should be completed when an asset is relocated or transferred to another program, department or auction. Items for auction may include some of the following: unserviceable, serviceable, scrap, repairable, or obsolete.
- For assets that have been stolen, a police report should be emailed, faxed, hand delivered, or sent in the campus mail to the Fixed Assets Department.
- A written approval from the grantor/South Texas College Grants Department must be provided before a grant asset is disposed of through auction or recycle.

### ➤ **Report of Donations**

- A departmental accounting report of donation (Form BO – 1500) must be filled out and signed by the appropriate parties before accepting donated items for the college. This form must be approved by the President.
- The original (Form BO – 1500) is sent to the Business Office and a copy to the Fixed Assets department.
- Once the asset is received, the department must notify the Fixed Assets Department and so that the asset can be tagged and recorded. If the asset value is \$1,000 or more, this asset will be recorded in Banner Fixed Assets System. If the asset does not meet the value of \$1,000, the asset will be recorded in excel and a copy of (Form BO – 1500) will be filed for audit purposes.

**NOTE:** These procedures are very important to keep an up-to-date inventory for all purchased and or donated items for the College.

➤ **Annual Inventory of College Property**

- Each financial manager/equipment manager will be required verify their inventory annually.
- The financial manager/equipment manager or proxy will have to run and print out their inventory report from Agros as requested. The report includes will include the Ptag, Asset Description, Silver Tag Number, Value of the Asset, Location of the asset, Equipment Manager, Custodian, etc.
- The assets listed on the report must be located and updated as needed using Banner Workflow.
- As soon as all assets are verified and updated the financial manager must certify by completing the online certification form in Jagnet.

**NOTE:**

1. All Financial Managers/Equipment Managers are responsible for all assets for their areas and should know where all items are located.

Financial Managers/Equipment Managers are responsible for completing an annual inventory and updating the fixed asset information as needed. During the year, the assets must be updated as needed using Banner Fixed Assets Workflow.

➤ **Department Inventory Spot Check**

- The Fixed Assets Department will conduct periodic inventory spot checks throughout the College. This procedure is to ensure information provided for each asset is accurate. It is also required to make an attempt to find items indicated “Not Found” by departments/programs.
- Once the department inventory spot check is complete, a report is created and provided to the Financial Manager/Equipment Manager.

## **Section 10.2 Mail Services**

### **Daily Mail Schedule**

The South Texas College Mail Service is responsible for retrieving the mail from the U.S. Post Office each morning at 7:30 a.m. Monday through Friday, (except holidays) and then sorting the mail to the designated department boxes located at the Pecan Campus Portable Building 9. All departments/programs located at the Pecan Campus are responsible for picking up their mail anytime between 9:00 a.m. and 5:00 p.m. Monday through Friday.



### **Daily distribution**

**Attention:** Any mail needing delivered early to Starr County Campus or Mid-Valley Campus needs to be delivered to the Mailroom before the driver leaves the Pecan Campus. Please call the Mailroom at 872-6457 if you need the driver to wait for your mail to reach required destination.

The route to the Starr County Campus leaves the Pecan Campus at 8:45 a.m. and arrives at Starr County Campus at 10:00 a.m. (Driver unloads and picks up mail.)

The driver leaves Starr County Campus at 10:15 a.m. and arrives at Pecan Campus at 11:15 a.m. (Driver unloads mail/packages)

The route to the Mid-Valley Campus/Pharr Teaching Center leaves the Pecan Campus at 2:00 p.m. and return to the Pecan campus at 4:00 p.m. (driver unloads and picks up mail)

### **Daily Courier Mail Service**

The daily courier is limited to several McAllen areas on a daily basis. The schedule is as follows:

1. President, Vice Presidents, Public Relations, and Grants Office
2. Information Technology (IT)/Pecan Bldg M
3. Instructional Support Services (ISS)/ Pecan Bldg P
4. Institutional Support Services (ISS)/Pecan Bldg N
5. Human Resources/OIRE (Pecan Plaza)
6. Nursing and Allied Health Campus
7. Technology Campus/Shipping and Receiving
8. Nursing and Allied Health Campus
9. Human Resources/OIRE (Pecan Plaza)
10. Institutional Support Services (ISS)/ Pecan Bldg N
11. Instructional Support Services (ISS)/Pecan Bldg P
12. Information Technology (IT)/Pecan Bldg M
13. Mailroom

**The same route is repeated in the afternoon.**

### **Mail Service & Preparation**

Our mail is prepared as bulk mail or regular standard mail by South Texas College Mail Services staff at the Pecan campus. All outgoing mail is processed between 8:00 a.m. and 2:00 p.m. and picked up by a mail services carrier. Anyone wishing to send personal mail can drop it off at our mailroom, or include it with the College mail at any of our pickup locations. Postage is not available for purchase at our mailroom and must be purchased elsewhere. Only college business mail is processed and prepared for mailing. We require that all South Texas College mail have a return address including: College name, College department, and address.

It is important that all mail received at the Mailroom, be sealed correctly and addressed properly with address visible and zip code present. The post office asks us not to use pieces of tape, staples or paper clips to seal letters. These methods of sealing letters causes mail to jam postage equipment and possibly destroy the equipment while being processed at the post office. Call us for instructions on envelopes filled with objects other than paper.

## **Handling of Parcels**

You will be notified via telephone or email by Mail Services if any packages are too large for your mailbox. These packages can be picked up between the hours of 9:00 a.m. and 5:00 p.m. Small parcels will be placed in your department box to be picked up by department.

Parcels will receive standard postage unless specified such as priority or express mail.

**Packaging** - Wrapping packages are the responsibility of the sender.

The Mailroom staff will provide packaging material at no charge used boxes, packing papers, etc., if the materials are available. Make sure to seal your package correctly to ensure safe delivery. Improperly sealed packages will be returned to sender by our mail department. Information is available from us on how a box should be packed and sealed. Large envelopes and boxes are available at our Mailroom for priority and express mail.

## **Bulk Rate Mail**

**Important!** – Mail does not have to be sorted by zip code or any other form. Do not bundle together with rubber bands. It is preferred that you use mail baskets available at our mailroom, and that you pile mail orderly into them. Bulk mail need to meet certain requirements and special attention is needed in order to get our mail processed and to satisfy our mail deadlines.

**1<sup>st</sup> Class Mail** Permit 67 (bulk mail) has to have a minimum of 500 pieces in order for us to send as bulk. The mail clerk must be notified of the amount of pieces of mail being sent, and if your order is complete. **IMPORTANT – It is important that the amount stated is accurate. Do not guess! The amount is placed in a federal form, submitted to the U.S. Post Office, and is used to bill our institution.** Please call the mailroom if you have any questions regarding cost, limits and bulk regulations.

**Non-Profit Mail** permit 67 (Bulk) has to have a minimum of 200 pieces in order for us to process as bulk. As stated for first class, the mail clerk needs an accurate count (read above) Call the mailroom regarding questions about cost, limits and bulk regulations.

**Media Mail** Our institution pays an annual fee for Media mail processing. The requirements are as stated below.

Generally used for books (at least eight pages), film, printed music, printed test materials, sound recordings, play scripts, printed educational charts, loose-leaf pages and binders consisting of medical information, and computer-readable media. Advertising restrictions apply. There are presorted rates available for bulk quantities of Media Mail (minimum quantity is 300 pieces). There is also a barcode discount available for Media Mail.

## **1<sup>st</sup> Class Rates**

The STC rate for 1<sup>st</sup> class mail are changing as per United State Post Office. Please contact the Mailroom for current postage rates at 872-6457.

## **Handling Certified Mail, etc.**

Our procedure handling certified mail involves sorting to department boxes to be picked up during normal operating hours. Presidents, V.P.'s, Human Resources and business office mail is handed to courier to deliver to the Persons station if not the department office of person addressed to. Expected mail can be held upon request. These pieces of mail may be retrieved from the Mailroom between the hours of 8:00 a.m. and 5:00 p.m. Monday-Friday and will require a signature.

You may request certified mail receipt cards and labels from mail room to fill, and attach to your mail. All departments are required to fill in all information required on cards and tracking labels so that mail is ready to be metered for proper postage

You can send a certified letter from the South Texas College Mailroom. However, if you wish to have your receipt stamped by the U.S. Post Office, you must take it to the Post Office located at Pecan and McColl Rd.

**IMPORTANT** – On your return receipt card, please indicate the department expecting the card returned and this way we can ensure you receive your return receipt when we sort mail.

If you are sending off a large amount of certified mail, having the same contents, and bearing the same weight, it is advised to have the mailroom weigh 1 piece for you, so that all forms are filled in correctly including cost and addressed receipt.

### **Handling of Parcels**

You will be notified through Telephone or e-mail about any package too large for your mailbox. These packages can be picked up between the hours of 8:00 a.m. and 5:00 p.m. Small parcels will be placed in your department box to be picked up by department

Parcels being shipped out will receive standard postage unless specified, such as priority or express mail.

**Packaging** - Wrapping packages is the responsibility of the sender.

The mailroom clerk will be happy to provide packaging material that is free to us--used boxes, packing papers, etc., if the materials are available. Make sure to seal your package correctly to insure safe delivery. Improperly sealed packages will be returned to sender by our mail department. Information is available on how a box should be packed and sealed. Some large envelopes and boxes are available from the post office for Priority and Express mail.

**Shipping Freight companies** – Make sure that you provide a clear legible address with company name, address, department, and phone number if available.

### **Federal Express**

Fedex delivers and picks up from the Mailroom on a daily basis. Outgoing Fedex packages must be in the Mailroom no later than 3:00 p.m. to be included in that day's shipment; all packages **must** have a (physical) street address. **No P.O. Boxes are accepted.** You need to specify to us type of shipment, next day, second day, 3 day select, or ground. We will ship 3 day select if no notification is sent with your shipment. The policy for sending personal Fedex packages is the same as for outgoing U.S. Mail. Incoming Fedex packages will be delivered to administrative offices as they are received, or handed over to mail courier for off campus delivery.

### **FedEx**

FedEx delivers to campus, but does not pick-up on a daily basis. In order to have FedEx pick up your package, you will need to call 1-866-274-6115 and let them know of your outgoing package. Outgoing packages need to be sent to our mailroom to be picked up by FedEx. They require both a street address and a telephone number.

### **DHL & Others**

DHL delivers to campus, but does not pick-up on a daily basis. In order to have DHL pick up your package, you will have to call 1-800-CALL-DHL and notify them you have an outbound package for them. Outgoing packages need to be sent to our mailroom to be picked up by DHL. Other carriers need to be notified or called for shipping instructions.

### **Related web addresses**

United States Postal Service - <http://www.usps.com/>

First Class mail rates - <http://www.usps.com/rates/first-class-mail-rates.htm>

Domestic rate calculator - <http://postcalc.usps.gov/>

Business rate calculator - <http://dbcalc.usps.gov/iframe.htm>

Mailing & Shipping guidelines - <http://www.usps.com/all/MAILINGANDSHIPPINGGUIDELINES/welcome.htm>

UPS - <http://www.ups.com/>

FedEx - <http://www.fedex.com/us/>

DHL, (Airborne) - <http://www.dhl-usa.com/home/home.asp>

**NOTE:** Any mail dropped off to locations after the daily mail route's designated time will be delivered the next working day.

## **Section 10.3 Copy Center Services**

### **Features**

The Copy Center is located at the Pecan Campus in room D-105. South Texas College offers the Copy Center service to all faculty and staff and houses a high speed Copy Machine and a smaller copy machine to provide this service. These features are as follows:

- **Copy Speed**
  - 100 copies per minute
- **Originals**
  - Document handler: 8.5 x 11, 8.5 x 14
- **Throughput can include:**
  - Regular white paper & Color paper
- **Reduction/Enlargement**
  - Fully variable from 64% to 155% (1% increments)
- **Two-sided copying**
  - 1-sided to 2-sided, 2-sided to 2-sided, 2-sided to 1-sided
- **Finisher**
  - 1500 sheets stacked or offset collated
- **Staple Position**
  - From 2 to 100 sheets stapled
  - Single-staple landscape, single-or dual-staple portrait
- **Procedures**
  - A job request form must be filled out at the time the job is requested at the Copy Center, or the form may be downloaded from the Purchasing/General Services website. Allow at least two working days for the job to be completed.
  - In order to process your job order properly the original document must accompany your job request form.
  - Satellite campuses may utilize the intra campus mail to send any job requests to the Copy Center.
  - To avoid any mistakes the requestor must fill out the job request completely.
  - All job request orders must indicate whether it will be personally picked up, delivered or called for upon completion.
  - Job cost will be determined by the type of job requested (i.e. color separators, tabs, card stock, cover stock, etc.)