Purchasing & Distributional Services

Handbook of Procedures

Purchasing Department: 872-4681
Central Receiving: 872-2781
Mail Room/Copy Center: 872-6457
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I. INTRODUCTION

Section 1.0 Unit Mission

The South Texas College Purchasing and General Services Department is 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

A better quality of life for our communities.

Section 1.2 College Purpose

South Texas College is a world-class comprehensive institution of higher learning providing premier educational and workforce programs and services in response to the needs of the region.

Section 1.3 College Core Values

Student Success, Learning, Excellence, Integrity, Community, Opportunity.

Section 1.4 College Guiding Principles

- Be a premier learning-centered higher education institution where student and community success are paramount;
- Serve as the cornerstone for the economic vitality of South Texas;
- Foster an environment for the students and community to achieve a better quality of life;
- Nurture a culture where collaboration is valued and achievement is recognized.

Section 1.5 College Strategic Directions

- South Texas College commits to student learning as the foundation of student success through excellence in teaching and service, faculty and staff empowerment, professional development and accountability.
- South Texas College proudly provides opportunities to all students with high expectations for their success.
- South Texas College leads the transformation of the region to a “college-going” culture whereby attending and completing higher education is expected for all.
- South Texas College serves as the catalyst for regional economic prosperity and social mobility.
- South Texas College models professionalism through integrity, mutual respect, civility, trust, and collaboration.
- South Texas College champions a culture of excellence based on evidence.
Section 1.6 Purchasing Authority

PURCHASING AUTHORITY

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

Online/Manual Requisitions are the Banner forms utilized to communicate a procurement request to the Purchasing Department. It is also the formal authorization by the Financial Manager to charge accounts 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 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 Jose Cruz, VP for Information Services and Planning or Monica B. Trevino, Project Management Specialist.
2. The purchase of Audio Visual Equipment (ex: digital cameras, televisions, projectors, vcr, etc.) requires the approval of Cody Gregg, Director of Instructional Technologies or Simon Rodriguez of Instructional Technologies Specialist.
3. The purchase of furniture must be approved by Gerry Rodriguez, Director of Facilities Planning and Construction, or Manuel Vasquez, Space Management Technician.
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 Sunil Rajwani, System Analyst. It must include: Name, A#, and Organization(s) for the person requesting access. The Business Office will forward to Information Technology and Value Based Security. Information Technology will contact the person requesting access to pick up password.

Section 3.1 Call Purchasing for Training

Upon receiving access notification, a call will need to be made to the Purchasing Department for 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 and approve or deny funds, the Financial Managers will review and approve or deny online a requisition(s). The Banner form(s) may be printed out for your records.

IV.  BOARD APPROVED PURCHASING LEVELS (BOARD POLICY 5210)

Section 4.0  Level I (under $5,000)

When the College seeks to purchase personal property or services of a value less than $1,000, quotations will be verbally accepted. Purchase of $1,000 to $5,000 will require written quotes (faxed or emailed). The purchasing decision will be based upon past experience with the vendor, considering price, quality and delivery date.

❖ All federal grants must have three written quotes for all purchases $10,000 and under.

Section 4.1  Level II ($5,000-$10,000)

When the College seeks to purchase personal property or services of a value of $5,000 to $10,000, the College shall require at least three written quotations which may include a quote or quotes from a catalog issued under an approved government purchasing program. Quotations will be recorded and kept with the purchase order for audit purposes.

Section 4.2  Level III (over $10,000)

All College purchases and contracts valued above $10,000 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 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

The only two-way purchase orders are services 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 to the Central Receiving Warehouse and the Receiving Department staff will verify items and deliver to the end-user/requester. The departments involved are Purchasing, Central Receiving and Accounts Payable.

Section 5.2  Technology Purchases

For technology related items such as: computer hardware, software, cabling etc. These vendors must be State of Texas Department of Information Resources (DIR) approved vendors. If an order is greater than $10,000 it will go through 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 will be picked up by 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 STC Fixed Assets tag.

Section 5.4 Consultant Services

An agreement between STC and provider, a contract must be completed and signed by the President and provider for services over $1,000. 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.

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 time period. A membership form must be attached and a prepayment form must be completed and sent to the Purchasing Department.

Section 5.7 Food Purchases

All food purchases must be purchased from 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.

Section 5.8 Sole Source Purchases

Is used for purchases based upon a need for some feature or characteristic (specification) that is 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 a written confirmation from the sole source vendor. The Sole Source form and written confirmation will be reviewed & verified by the Purchasing Department for approval.

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 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 personnel but will not be mailed until approved by the end-user.

Section 6.3 Department Review/Approval

End-user must approve specifications and vendors before bid is mailed. 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 Bid

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

Section 6.5 Bid Opening

Requires an authorized person from the department to attend the bid opening and complete an evaluation form. All bid openings are open to the public.

Section 6.6 Department Review/Approval

Purchasing department will make selection according to the eight (8) methods of selection.

- 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.

If the end-user disagrees with some of the items that were chosen they must state the specification to which the low bidder is not adhering. All bids must be evaluated by the requesting department and Purchasing.

Section 6.7 Board Approval

All recommendations will be sent to the Board of Trustees for approval. Keeping in mind, the timeline that the Purchasing Department must keep to submit items to the Vice President’s office for the board agenda.
VII. Travel

Section 7.0 Airfare

All airfare reservations are made by contacting the board-approved vendor. A twenty-four (24) hour hold is placed on the ticket. A travel authorization with the agency name must be completed and forwarded to the Business Office. An approved faxed copy can be faxed or emailed to the Purchasing Department to expedite ticketing process. (Fax: 872-4688)

The Purchasing Department will receive a copy and call in a purchase order number for the reservation. Airline ticket final itinerary will be emailed to the Purchasing Department by the board approved vendor. The Purchasing department will forward the final itinerary via email to the traveler and administrative assistant/secretary for a final verification.

Section 7.1 Car Rentals

If and when a car rental is necessary an online Banner purchase requisition must be completed. A list of the authorized person(s) driving, confirmation number and date of travel must be included on the requisition. Any car rental reservations done through a travel agency require the submission of an online requisition is required in order to process a purchase order.

When renting a car with a purchase order the additional insurance coverage is not required. If using a personal credit card the additional insurance is required.

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 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 with your order;
- 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 pick up by the receiving department.

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 at the purchasing department no later than the last working day of April. The President must approve any requisition not meeting this deadline.

Section 9.1  Operating Purchases

All operating purchase requisitions must be at the purchasing department no later the last working day of May. Any requisition not meeting this deadline must be approved by the President.

Section 9.2  Grant Purchases

All grant purchase requisitions must be at the purchasing department ninety (90) days before the grant expires.
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 and Key Receiving Form (KRF) are sent to the Receiving Department.
  • All purchase orders are filed by PO number until the merchandise arrives at the Receiving Department.

➢ What happens to your order once it is received?
  • After merchandise arrives at the warehouse, the cartons/boxes are inspected to ensure items are in good conditions.
  • 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 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 we may have discovered on that particular order.
  • Items are also tagged and recorded as merchandise that has been inspected and later it is delivered to the requestor. Once the merchandise is delivered, the requestor then signs the KRF and keeps the golden rod copy for their records.

➢ What is the relation to Accounts Payable?
  • Once the purchase order is updated as received in Banner Finance, it allows the Accounts Payable department to issue payment to the vendor.
  • The original purchase order and KRF are filed for future reference.

NOTE: If merchandise is picked up by the requestor or drop shipped by the vendor, you must take the merchandise to the Receiving Department.

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 be delayed to be delivered for the time it takes to associate it with the appropriate P.O. or employee.

REASON: A purchase order number or a donation forms are methods that inform us that the merchandise/ items are legally acquired for the college. When packages are accepted it becomes 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.

- **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 assets all assets.
  - Tagging items take place when orders are received and inspected for accuracy. Tagged items are recorded on a log for later approval.
  - Items are tagged based on cost over/under $1000.00, regular account, grant account and it is recorded in its proper log for future approval in Banner/Fixed Assets system.
    - Non-capital = Purple Tag,
    - Capital = Silver Tag,
    - Grant non-capital = Green Tag,
    - Grant-capital = Silver & Green Tag
  - Before the end of the month a report is generated and verified to update assets in Banner/Fixed Assets system.
  - 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.
  - Once all assets have been updated in Banner it is viewed by the Business Office and reconciled.

- **Regular account assets**
  - A list of approved assets is maintained by organization for audit purposes.

- **Grant account assets**
  - A separate list of approved assets purchased with grant money is maintained for audit purposes as well.

- **Fixed Assets Control Record**
  - The Fixed Assets Control Record should be filled out if an asset is relocated or transferred to another program/department. This includes all items that are unserviceable, serviceable, scrap, repairable, obsolete, lost or stolen.
  - A security incident report and police report should be attached to a Fixed Assets Control Record when an item(s) are stolen.
  - A written letter of approval from the grantor should be attached to the Fixed Assets Control Record before a grant asset is auction or disposed.
  - The Fixed Assets Control Record is later reviewed and updates are entered in Banner/Fixed Assets system.
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.

- 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 will notify the Fixed Assets department and asset will be tagged for inventory purposes. If the asset cost 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

- An inventory report will be generated and distributed to each financial manager once a year. The report includes information on all assets that belong to a department or program, as shown in the records maintained in Banner and the Fixed Asset Department.

- Each department head is responsible to conduct their physical inventory and provide updates on the report.

- The physical inventory involves verifying the assets physical location, tag number, accuracy of the description, serial number that is on the physical inventory report.

- For those items verified but with inaccurate or missing information, make note of the correction on the report.

- If discrepancies remain such as for items sent to Surplus Property, report them on the inventory report and attach any supporting documentation. The fixed asset department will research and make necessary corrections.

- Once all items are verified the financial manager must sign each sheet. The report certifies that the record accurately represents asset equipment for which the department head is responsible.

- Send the original inventory report to the Fixed Asset Department and retain a copy of the report in the departmental inventory files until the next year inventory verification is complete.

NOTE:

1. Division Deans and department heads are responsible for the control of all fixed asset items for their areas and should know where all items are located.

Division Deans, department heads and financial managers are responsible for completing an annual inventory and making corrections to the fixed asset report pages, which are supplied. During the year all items, which have been lost, stolen, destroyed, become obsolete or transferred, will be reported immediately to the Receiving/Fixed Asset Department on the appropriate form.

Department Inventory Spot Check

- The Fixed Assets Department will conduct periodic inventory spot checks throughout the college. This procedure is done to ensure information provided for each asset is accurate. It is also done to make an attempt to find items indicated not found by departments.

- Once the department inventory spot check is complete, a report is created and updates are entered in the Banner Finance/Fixed Assets System.
• We then provide a copy of the spot check report to the Financial Manager & the Fixed Assets Department will keep a copy for future reference. Ex: Auditors & SACS

Section 10.2 Mail Services

Daily Mail Schedule

The South Texas College Mailroom 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 in building D-105. All departments located at the Pecan Campus are responsible for picking up their mail anytime between 9:00 AM and 5:00 PM Monday through Friday.

Daily distribution

Attention: Any mail needed to be delivered early to Starr or Mid-Valley campuses need to be handed to the mail room before the driver leaves the Pecan Campus. Please call the mail room at 872-6457 if you need the driver to wait for your mail to reach its destination.

Distribution to Starr campus begins at 8:45 AM when the driver leaves Pecan Campus and arrives at Starr at 10:00 AM. (Driver unloads and picks up mail.)

Driver leaves Starr campus at 10:15 AM and arrives at Mid-Valley campus at 11:30 AM (Driver unloads and picks up mail.)

Driver leaves Mid-Valley campus at 11:45 AM and arrives at Pecan campus at 12:15 PM.

Courier distribution

Courier distribution is limited and involves priority courier service. Regular mail should be handled through regular college mail services, unless approved by the Director of Purchasing.

1. President, V.P.’s, P.R., and Accountability
2. Information Technology Building (IT)
3. Institutional Support Services (ISS)
4. Human Resources/OIRE (Pecan Plaza)
5. Nursing and Allied Health Campus
6. Technology Campus/Shipping and Receiving
7. VP for Student Services/Cashiers Office (Pecan Campus)
8. Mailroom
9. Information Technology Building (IT)
10. Institutional Support Services (ISS)
11. Human Resources/OIRE (Pecan Plaza)
12. Nursing and Allied Health Campus
13. Technology Campus

Lunch
14. Presidents, V.P.’s offices, P.R., accountability and student services administration.
15. Information Technology Building (IT)
16. Institutional Support Services (ISS)
17. Human Resources/OIRE (Pecan Plaza)
18. Technology Campus/Shipping and Receiving
19. Nursing Allied Health Campus
20. VP Student Services (Pecan Campus)
22. Presidents, V.P.’s, P.R., accountability
23. Human Resources
24. Information Technology Building (IT)
25. Institutional Support Services (ISS)
26. Mailroom

**Mail Service & Preparation**

Our mail is metered or prepared as bulk mail by STC employees on campus. All outgoing mail is processed between 8:00 AM and 12:00 PM to be sent out the same day. Personal mail must have postage, (if required) and will be processed along with the college mail. 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 there by is required to be purchased elsewhere. Only college business mail is metered for postage. We require that all STC mail have a return address stating college name, address, and department. STC mail is picked up by Upper Valley Mail services at 1:00 PM every weekday, to be further processed, and then delivered to our local post office before 5:00 PM.

**Handling of Parcels**

You will be notified through Telephone or email 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 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 be 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 mail room 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.

**1st Class Mail** permit 67 (Bulk) 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.

**1st Class Rates**

The STC rate for 1st 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.

**FedEx**

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**


First Class mail rates - [http://www.usps.com/rates/first-class-mail-rates.htm](http://www.usps.com/rates/first-class-mail-rates.htm)

Domestic rate calculator - [http://postcalc.usps.gov/](http://postcalc.usps.gov/)

Business rate calculator - [http://dbcalc.usps.gov/iframe.htm](http://dbcalc.usps.gov/iframe.htm)

Mailing & Shipping guidelines - [http://www.usps.com/all/mailingandshippingguidelines/welcome.htm](http://www.usps.com/all/mailingandshippingguidelines/welcome.htm)

UPS - [http://www.ups.com/](http://www.ups.com/)


**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.)