California State University East Bay

Department:
 Shipping and Receiving

Procedure No:

2

Date Issued:
 August
 1, 2011

SUBJECT:
 Receipt and Processing of Express Shipments

PURPOSE:
 To provide instructions on the receipt, handling and processing of express shipments.

____

I. OBJECTIVE

Shipping and Receiving’s objective is to expeditiously process and deliver all expresf .7 (s)_, 2011xl e