INTRODUCTION

The University operates a courier service to move official WSU documents and small items between specified WSU localities. Central Receiving and Delivery coordinates the courier service which includes contracted air freight.

NOTE: Use of the courier service to transport hazardous materials and nonhazardous laboratory samples is prohibited.

Served Localities

The courier service moves materials between the following campuses:

- WSU Pullman
- WSU Spokane
- WSU Tri-Cities
- WSU Vancouver
- WSU Spokane
- WSU Everett

Days of Operation

The courier service operates on a weekly delivery schedule only at each of the served locations. For the Pullman campus, everything received by Thursday is sent out overnight. For the other campuses and state localities, contact the applicable campus or local mailing offices for the specific day of the week that courier materials are sent out.

Information

Contact Central Receiving and Delivery in Pullman regarding courier procedures; telephone 509-335-5575.

Additional Services

As a part of general courier delivery, the courier service provides intercampus delivery of distance learning materials. For specific procedures, contact the applicable campus academic media and technology services office.

PERSONAL MATERIAL

Individuals may not use any WSU courier services to send personal material.

Personal use of WSU courier services is a violation of WSU policy (BPPM 20.37).

MATERIAL PREPARATION

Affix a preprinted label to each item sent by courier. Labels are preprinted in black and white with the name of the destination site. Obtain the labels from Central Receiving and Delivery; telephone 509-335-5575.
**Courier Services**

**Addressing**

To Non-Pullman Locations

Indicate the addressee's name and destination department on the appropriate site label.

To WSU Pullman

Address courier mail to WSU Pullman in either the preferred or alternate format.

*NOTE:* Courier mail to WSU Pullman that is not addressed as indicated below is subject to return to the originating campus.

*Preferred*

Address courier mail to WSU Pullman with the addressee’s name, building, and room number.

Courier Services delivers mail addressed in this manner to Pullman employees and departments.

*Alternate*

Name and department four-digit mail code (the four-digit "+4" part of the full zip code for the Pullman location).

Courier Services transfers mail addressed in this manner to Mailing Services for delivery to Pullman employees and departments.

*NOTE:* Transfer of materials to Mailing Services causes a 24-hour delivery delay.

**Postage or Bar Code Stickers**

Do not attach postage or bar code stickers to courier items.

**Insurance**

Each tote bag or container transported by the courier service is insured for $100. If additional coverage is required, ship with Federal Express (FedEx) overnight air delivery (*BPPM 80.15*).

**Envelopes**

Any envelope, including an interdepartmental mail envelope, is acceptable if the appropriate label is attached and addressed.

**Size Limits**

Courier materials should fit into an interdepartmental mail envelope. Central Receiving discourages the shipment of boxes by courier mail.
Courier Services

PICKUP AND DELIVERY

Pickup Location

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
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<tbody>
<tr>
<td>WSU Everett</td>
<td>Deliver courier materials in interdepartmental envelopes to Student Services at the WSU Everett building (915 North Broadway, Everett, Washington 98201) 1st floor lobby.</td>
</tr>
<tr>
<td>WSU Pullman</td>
<td>Contact Central Receiving and Delivery for courier pickup by noon on Thursdays; telephone 509-335-5575.</td>
</tr>
<tr>
<td>WSU Spokane</td>
<td>Deliver courier materials to the Logistics/Mail/Shipping office located in CCRS 410A by 3:00 p.m. on Tuesdays.</td>
</tr>
<tr>
<td>WSU Tri-Cities</td>
<td>Deliver courier materials to Shipping and Receiving (located in TFLO 121) no later then 2:00 p.m. on Thursdays.</td>
</tr>
<tr>
<td>WSU Vancouver</td>
<td>Courier materials are sent out weekly on Wednesday. Items that are picked up in the Wednesday morning mail run or delivered to the Mailroom by 1:00 p.m. are sent that afternoon.</td>
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</tbody>
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Delivery Time

The courier service delivers materials overnight from WSU Pullman to non-Pullman campuses and from non-Pullman campuses to WSU Pullman.

On-Campus Delivery

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSU Pullman</td>
<td>Central Receiving and Delivery delivers incoming materials to addressee departments between noon and 3:45 p.m. on the day of arrival.</td>
</tr>
<tr>
<td>Non-Pullman Campuses</td>
<td>Each campus provides on-site distribution of courier materials. For more information contact Central Receiving and Delivery in Pullman or appropriate staff at the site courier location.</td>
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