ECE DEPARTMENT PROCEDURES FOR FED EX and UPS CHARGES

Departmental charges
When sending letters or packages, there are numerous options. In order to ensure the appropriate mail resources are being used, all Federal Express and UPS mailings will require prior approval from the ECE University Administrative Manager for the package to be sent IF the mailing is to be charged to the departmental account. Mailings to be charged to a 5-account do not need prior approval from the Administrative Manager.

We realize that many times you will need approval for this quickly, so we have designed a form that can be completed on-line and submitted directly to the University Administrative Manager for approval. Please see the form located at the following website: http://www.ece.ncsu.edu/tools/forms/fedex/

5 account charges
If the mailing is directly related to the deliverables of a contract/project and the PI has authorized the charge, the contract/project account should be used to mail the materials instead of the departmental account. This will require a justification from the PI for our files. Additionally, the appropriate 5-account must be noted on the FedEx/UPS label so that when the delivery copy is received in our office, the charges will book correctly.

Authorized Senders
Please communicate this to your students who are currently using Federal Express and UPS: Effective immediately, students will not be able to submit these requests. All requests must come from a staff or faculty member. This measure will help us to ensure the proper resource is used and the proper account is charged.

This new procedure is a result of discovering that members of the department have been using Federal Express in lieu of traditional US Postal service for many items that did not require urgent or next-day delivery and employees of the university requesting charges that were not members of the ECE department. Mailings that should have been charged to contracts but were charged to the departmental account resulted in substantial reductions in the departmental budget.

This message will be added to our website so that everyone is clear on the procedures.

Tara