

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

OUTGOING SHIPMENTS

All packages to be shipped out by shipping personnel at the Receiving Dock are to be processed as follows:

1. Requests are to be made by the appropriate administrator and directed to the Dock Supervisor or Director of Building Systems and Maintenance.
2. All charges for shipping will be charged to the departments by journal entry.

Revised—Cabinet
March 20, 1989
Reviewed—Cabinet
May 30, 1996
February 5, 2002
Reviewed—Purchasing
September 29, 2004
Revised—Cabinet
September 17, 2019