



Policy Number 5.2.3

Chapter: Finances

Title: Distribution Services Department Mission and Structure

Division/Department: Finance/ Distribution Services

Policy Administrator: Chief Financial Officer

Adoption Date: September 27, 2023

Revision Dates:

1. PURPOSE

The Division of Finance is divided into several departments. This policy defines the Department of Distribution Services, within the Finance and Business Services Subdivision, and identifies its key areas of responsibility.

2. DEFINITIONS

This Policy does not require the definition of any specific terms.

3. POLICY

3.1. The Distribution Services Department is headed by the Director of Procurement and Distribution Services, who reports to the Director of Finance and Business Services. The responsibilities of the Director of Procurement and Distribution Services are to oversee the operations of the department, appoint employees within the department, prepare its annual budget, be accountable for activities of the department, serve as the direct or indirect supervisor of all employees within the department, and other duties as assigned.

3.2. The mission of the Department of Distribution Services is to support the campus by providing high quality and efficient services related to mail and package receipt and delivery, as well as outgoing mail and package services.

3.3. The key responsibilities of the Distribution Services Department include, but are not limited to:

3.3.1. Receiving and delivering all incoming mail, freight, and packages for the campus.

- 3.3.2. Processing of all outgoing mail, freight, and package services and operations.
- 3.3.3. Maintaining records of receiving and delivery of packages and trackable mail.
- 3.3.4. Compliance with export control regulations on international shipping.
- 3.3.5. Reporting postage and freight costs to AHEC Accounting for billing of campus constituents.

4. APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: September 27, 2023

Approved by: Tracy Huggins
Chair of the Auraria Board