

CAMPUS ERRANDS AND DELIVERIES

The Department of OB/GYN recognizes that, periodically, paperwork and other documents must be delivered to locations outside of the department offices. When the situation permits, staff should use the campus mail system. When this is not possible due to timing, confidentiality or other factors, hand delivery may be necessary.

To create efficiency in the process, the Student Office Assistant II will make deliveries on the following schedule:

- UNM Business Center
 - o Weekly on Fridays at 3:00PM
 - o Documents should be placed in the business center box
 - o Documents should be placed in an envelope and be clearly marked with recipient and location.
 - o Documents must be received by 5pm on Thursdays to be included in this delivery.
- HSC Campus (BMSB, HSSB, etc)
 - o Daily at 3:00PM
 - o Documents should be placed in the HSC Campus box
 - o Documents should be placed in an envelope and be clearly marked with recipient and location.
 - o Documents must be received by 3:00PM each day to ensure delivery can begin promptly.

If a document requires delivery outside of this schedule, the staff member should consult with the Administrative Coordinator to determine the most efficient method of delivery. Efforts will be taken to consolidate and minimize the number of deliveries. This means the staff member may be required to deliver the document(s) themselves during an assigned time period or it may be included with another delivery.

To ensure a system of checks and balances, there will be a LOG that will be next to the "Delivery Inbox". Any staff/student that requires a delivery to be completed, must log their document into the LOG including information as their name, the place of delivery and the date submitted. Once the delivery is completed, the Student Office Assistant II will initial that the document was delivered to the respective location.