



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
4**

**PAGE
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**SUBJECT
FACILITIES AND SERVICES**

SUB-TOPIC

RECEIVING AND SHIPPING LOCATIONS

- A. U.T. Dallas Campus: The Receiving and Shipping Department is located in the Service Building, Room 1.102.

- B. Callier Center: The receiving function at Callier is handled by the Business Office, Building C, where packages may be signed for and picked up by requisitioners. Incoming freight, which cannot be conveniently handled by this person, is received and distributed by Physical Plant personnel.

Items to be shipped are coordinated through U.T. Dallas Receiving personnel.