### Procedure

When communicating with service providers (i.e. delivery people, contractors, suppliers, etc.) always provide them with a University contact name and phone number. This will reduce the number of people who arrive on campus with deliveries, etc. who are lost and are directed either by phone or in person to the administrative staff who may not know who the delivery is for.

In the case of bids, this matter may also have legal consequences. It is essential to provide precise information (contact names and numbers) to all delivery personnel and service providers. Ask the appropriate personnel to ensure the delivery is marked "Attention XXXXX".

When purchasing goods, ensure the service provider has been provided with the project number or work order number for that which the cost has been incurred.