SUMMARY:

Business Services provide auxiliary support services to students, faculty, and staff of the University, while serving the general public incidentally. This area is under the direct supervision and management of the Director of Procurement and Business Services.

POLICY:

I. General

Business Services provide auxiliary support services to students, faculty, and staff of the University, while serving the general public incidentally. This area is under the direct supervision and management of the Director of Procurement and Business Services. The Director of Procurement and Business Services reports to the Vice President for Finance and Administration.

II. Mission

Business Services, through effective management and prudent procurement functions, are committed to providing optimum user products and services at the lowest possible cost, while maintaining quality, value and attentive, courteous service.

III. Organization and Function

Although the kinds and scope of business services may vary from time to time according to need, currently those at Coastal Carolina University include the contracted operations of the bookstore, food service, shuttle system and vending, as well as the services provided through Mail Services and Laundry operations.

The contracted operations – bookstore, food service, shuttle system, and vending – are established through processes outlined by the procurement guidelines of the South Carolina Consolidated Procurement Code. These operations are therefore subject to the
terms and conditions stated in the respective contracts. The Office of Procurement and Business Services maintains these contracts.

IV. Mail Services

A. Mission

Mail Services seeks to provide a professional and efficient mail service to the University community as well as the local outside community.

B. Operation

Mail Services is responsible for the delivery, collection and processing of all intra-campus, inter-agency, and U.S. Postal Service mail to all academic and administrative offices as well as to all on-campus student mail boxes. In addition, as a contract station of the U.S. Postal Service, services are also made available to the outside community.

Mail Services reports to the Office of Procurement and Business Services.

V. Vending Operations

A. Ownership and Responsibility

Beverage and snack machines are furnished by the contracted vendors who are responsible for their upkeep and maintenance.

B. Requests for Machines

A request by a department for installation, removal, or relocation of a vending machine should be made to the Office of Procurement and Business Services. This office will assess the circumstances of the request and make contact with the respective vendor.