

Administrative Services

Purchasing, Central Services, and Shipping & Receiving

The Administrative Services Division provides professional and efficient services that fulfill the purchasing, contract administration, asset management, mail operation, copy center, and shipping /receiving needs of our faculty, staff, students, and vendors. We work to obtain the best value for the college, in accordance with established rules and regulations, to support the college's purpose as a leader in art and design.

About Administrative Services

The purchasing staff has a highly developed sense of professional ethics to protect our own and our institution's reputation for fair dealing. We are committed to protecting the public's interest and promoting accountability.

The central services staff is committed to providing valuable support services to all college departments. The proficient delivery and receipt of time sensitive materials is critical to the operations and goals of each academic and administrative department. The copy center responsibilities include the duplication and distribution of important as well as confidential curriculum and administrative related materials within established deadlines.

The shipper/receiver ensures that our customer's purchasing goals are satisfied by verifying that all deliveries are received and forwarded to the end user in good condition when and where they are needed.

Office Location

Tower Building, Room 309

Office Hours

Monday - Friday
8:30 AM to 5:00 PM

Mailing Address

Massachusetts College of Art and Design
Administrative Services/Purchasing Department
Tower Room 309
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Boston, MA 02115

Fax Number

(617) 879-7940

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