

PROCEDURE

Number: 62-01
Title: College Mail Service
Responsibility: Print Shop Manager
Original Approval Date:
Last Cabinet Review: 06/03/2025
Last Revision: 07/07/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTG: 60-43 College Mail Service

Other:

Procedure Description

A. OUTGOING MAIL

Incoming mail is picked up from the United States Postal Service at approximately 8:30 am daily. After sorting in the 200 building (room 202), the mail is distributed to designated drop points throughout the campus from approximately 9:15 am until 11:15 am. Upon completion of the main campus, mail is delivered to the Health Sciences Campus (mornings only). The Cosmetology Center is serviced on Wednesday mornings only.

The afternoon schedule for mail pick up and distribution on the main campus is from approximately 1:30 pm until 3:00 pm. All mail is processed and delivered to the post office on the same day that it is picked up from designated areas. Interoffice mail for satellite campuses is delivered to room 5217 of the 5000 building, and Campus Directors, or designated individual, are responsible for pick up.

All mail pieces should clearly identify the sender's name, department, or the departmental postage account number.

No personal mail is to be mailed to or from the College.

B. ON-CAMPUS MAIL

The standard intra-campus envelopes should be used for all on-campus mail (available from the bookstore). Other types of envelopes should be clearly marked "ON-CAMPUS" to avoid having them accidentally processed as outgoing mail. It is important that all mail pieces be inserted into an envelope for easier and more efficient handling.

C. STANDARD (BULK) MAIL

Standard Bulk mailings require 200 or more identical pieces or envelopes (same size) containing identical printed material that qualifies for a discounted rate when sorted by zip codes and processed in accordance with postal guidelines. Each office should coordinate standard Bulk mailings with the Mail Center staff as soon as the planning process begins.

D. INTERNATIONAL MAIL

International mail must be separated from all other types of mail as it requires additional postage. The bottom line of the address must show only the country name, written in full (no abbreviations).