

US MAIL PROCEDURE

Related Board of Trustees Policy:

Approval:

Revision:

The guidelines below are provided for sending/processing US Mail:

Regular Mail

- Envelopes in lots of 15 should be banded together.
- Envelopes with *Business Reply* should be banded together.
- International mail should be flagged with a note.
- When using a generic college envelope, please be sure it includes a return address and a name/unit.
- Afternoon mail may be dropped off by 3:00 p.m. at the following locations:
 - President's Suite
 - Business Office
 - Bursar's Office

Bulk Mail

- To ensure postage is available at the post office, one week notice should be provided to facilities.
- At least 24 hours notice is needed for bulk mail pick-up.
- Large mailings will not be picked up the day before a holiday.
- All mail should include a name/unit and a return address.

Personal Mail

- Personal mail should not be sent through the College.

Requisitions/Orders

- To ensure delivery to the correct department, all requisitions/orders should include either deliver to, or attention to, information. This must be done when the item is ordered.

All mail is taken to the post office by 4:00 p.m. each day.

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