

## **Procedure III.3005.A.a, College Mail**

### **Associated Policy**

Policy III.3005.A, College Mail

### **Procedures**

The procedures outline the daily operation and mail services provided to the College community by the Print & Mail Centers.

### **Mail Service**

The campus Print & Mail Centers (PMCs) are responsible for: the delivery of incoming mail, the processing all outgoing mail, providing shipping services, assigning mail boxes and handling the exchange of inter-office communications. Hazardous materials are not accepted or delivered via the College's mail service.

### **Incoming Mail**

The United States Postal Service (USPS) delivers incoming mail and packages to the College's PMCs daily during normal business hours. The mail is sorted and distributed to the campus mailboxes and delivered directly to satellite locations and the District Offices.

Incoming USPS mail may be opened by PMC Operators for the following reasons:

- Improperly addressed mail is *returned* by USPS and no visible department is identified on the envelope, or
- Mail is *received* by USPS without a department or individual name specified in the address. Delivery can only be made by opening the mail piece and trying to identify to whom it was sent.

### **Outgoing mail**

All outgoing mail will be sent first class, unless otherwise specified. The PMCs provide the following services to College personnel for College items:

- First Class metering of all outgoing mail
- Priority mail
- Express mail
- Certified return receipt
- Insurance
- Tracking
- Media mail rates

All mail is processed the same day for pick-up unless otherwise communicated to the sender.

### **Shipping - FedEx and UPS**

The PMC can ship or mail packages via FedEx or UPS. Departments must include its department's accounting information to ensure billing is accurate and charged to the correct organization.

### **Campus Mailboxes**

Mailboxes are assigned by the PMC Operator to individuals and/or departments to facilitate the delivery of all campus mail (USPS and inter-office). Use of mailboxes must be limited to official College business.

### **Inter-Office Mail**

Inter-office mail like USPS mail and packages are delivered to the Campus PMCs, or satellite locations for distribution. Mail addressed to District Offices is delivered to each suite for dissemination.

### **Postage Chargebacks**

Like FedEx and UPS packages, all outgoing mail must have Departmental accounting information to accurately charge the department for its postal costs associated with metered mail. On a weekly basis, chargebacks will be processed and input into Banner for proper allocation of metered postage expenses.

### **Excluded mailings**

The mail system should not be used for any other purpose beyond official College business. The College does not condone the use of postage or other materials in the preparation or receipt of any mail or package that cannot be construed as official College business by its employees. The PMC does not process any letters or packages containing hazardous materials.

### **Definitions**

**Hazardous Materials** – Article or substance designated by the U.S. Department of Transportation as being capable of posing an unreasonable risk to health, safety or property during transportation. Hazardous materials include but not limited to: common consumer and household items such as perfumes, aerosols and electronic products that contain certain batteries. A complete list of hazardous materials can be found in Appendix D in USPS publication 52.

**Satellite location** – Smaller campus or office in a different location from the larger College campuses or offices.

**First Class Mail** - Type of mail often sent through the U.S. Postal Service. It includes postcards, letters, large envelopes and small packages that are under 13 ounces in weight.

**Chargeback** – Expense for goods or services charged to one College department by another College department (as opposed to a purchase made from an off-campus supplier).

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Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Auxiliary Services

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