

Procedure 4.0111

Mail and Freight Services Procedure

- Mail is picked up once a day from the Post Office and is distributed in the department mailboxes located in the back wing of Building No. 1 near the Mail Room.
- All regular outgoing mail must be delivered to the Mail Room by 2:00 PM. Any mail that needs to be overnighted or sent by registered mail must be in the Mail Room by 12:00 PM. Please deliver as early in the day as possible to aid in processing the mail through the postage machine. Packages should be properly addressed, wrapped, and any special mailing instruction indicated.
- Stamped personal mail may be placed in the outgoing mailbag for delivery to the Post Office.
- Freight is delivered to departments by the Maintenance Department each morning. (Items such as equipment, books, AV materials, etc. will be inventoried prior to delivery.)
- The College generally ships outgoing freight by UPS. Packages must be in the Mail Room prior to 12:00 noon for UPS to pick up that day. Packages must be properly packed, sealed, and addressed by the sender. The Supply and Mail Manager must be notified which department to charge, value of the contents, and if it is to be sent C.O.D.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Services and Resources Policy](#)

History

Senior Staff Review/Approval Dates: 11/6/13

Procedure

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

