

THE  
**LeMoyne-Owen**  
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

<b>SUBJECT:</b>  <b>Mailbox Assignment</b>	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  02-1-002
	<b>Supersedes:</b>  Policy:  Date:	<b>Page 1 Of 2</b>
	<b>Responsible Authority:</b>  Administrative Services - Mailroom Manager and Student Affairs	

**I. Purpose and statement of operational policy underlying the procedure.**

The policy communicates to faculty, staff and students the processes for obtaining a mailbox on campus.

**II. Applicability/Scope**

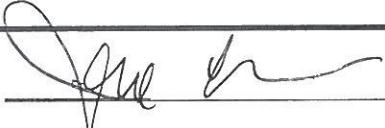
This applies to All College Personnel and Students.

**III. Process for Implementing Procedure**

<b>Responsibility</b>	<b>Action</b>	<b>Timeline</b>
Divisions/Departments	Must contact the Mailroom Manager to have mailboxes and combinations assigned.	Early as Possible
Individual Employees	Must contact the Mailroom Manager to have mailboxes and combinations assigned.	Early as Possible
Students	Must Contact Student Affairs Housing Department to have mailboxes and combinations assigned.	Immediately after Housing Approval is confirmed.
Mailroom Manager	Will re-issue mailbox combinations to employees who have forgotten their mailbox combination.	
Mailroom Manager	Will re-assign any empty mailboxes and issue combinations.	
Student Affairs	Will assign ALL Housing Students mailboxes and combinations.	

**IV. Related policies/References for more information**

Administrative Services Policy Manual, Student Affairs Housing Policy

Authorizing Official: <u></u>	Authorization Date: <u>10-10-11</u>
Title: <u>Director, Administrative Services</u>	