

THE
LeMoyné-Owen
 COLLEGE

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SUBJECT: Mail - Receiving and Distributing Campus Mail	Effective Date: July 1, 2011	Policy Number: 02-1-004
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Administrative Services - Mail Room Manager	

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

This policy covers the processes of receiving and distributing of campus mail.

II. Applicability/Scope

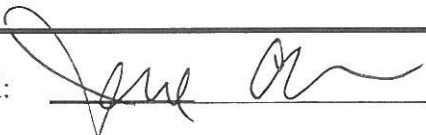
This applies to All Campus Employees and Students.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Mailroom Manager	Receives all incoming US Mail, Fed Ex, UPS package deliveries inside the Campus Mailroom.	
Mailroom Manager	Will distribute mail to assigned Internal Departments and to Student Mailboxes.	Daily
Mailroom Manager	Will place a (package in mailroom) reminder inside mailboxes to alert persons that a package has been delivered.	
Mailroom Manager	WILL NOT allow students to pick up Departments/Divisions Mail. Students are only permitted to pick up their personal mail.	
Mailroom Manager	Will process outgoing Campus Mail and ensure that it is picked up by the postal service.	Daily
Departments/Divisions	Must have outgoing mail addressed, stuffed and ready to receive postage.	

IV. Related policies/References for more information

Administrative Services Policy Manual

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