

Outgoing and Interoffice Mail Room Procedures

All Out going (off Campus) Mail must be labeled with the originating department.

This will ensure that if an address is invalid the package will be returned to the correct sender.

Some departments are doing this with an address label, others use a stamp, and yet others just simply write the name of the department upon their package above the return address.

In an effort to further assist processing, we have created a color coded system for select departments. These selected departments send many mass mailings a semester, if your office needs to be added to the color coding system please contact Virginia Cisenius for further assistance.

- Admissions = Dark Green
- Records = Orange
- Financial Aid = Dark Blue
- Student Billing = Purple
- Institutional Advancement/Effectiveness = Red
- Advising and assessment = Yellow

Each Office/Department must use some form of return address identification.

If sending return envelopes (envelopes the sender will return to the college) with a mailing, be sure to include not only the applicable campus address but also identify the originating department, as conveyed above.

Signature Required Mail

If a package is being delivered to your campus requiring a signature receipt, please direct the Delivery Courier to the correct area, do not automatically sign for the package if it does not belong to you or your department. Sending the Courier to the correct location or campus will ensure that the package is processed as quickly as possible.

Interoffice Mail

When sending interoffice mail please place it in the appropriate locations as follows:

- OB 202b on the Cooper Campus
- Center Building room 111C on the Leestown Campus
- Room 143 on the Lawrenceburg Campus
- Room 101 on the Regency Campus
- Room 103 on the Danville Campus

All interoffice mail must be legibly labeled with:

- Date sent
- Sent from (sender's name)
- Deliver to (recipient's name)
- Campus (where recipient is located)
- Department (where recipient is located)
- Building (where recipient is located)
- Room number (where recipient is located)

If you do not have this information contact the receiver to ensure it is correct before you send your parcel.

The Mailroom continues to receive mail that is undeliverable due to lack of pertinent identification. We are creating an UNDERLIVEABLE AS ADDRESSED box; all unidentifiable or incorrectly addressed mail will be placed in this box. Remember, if you are sending interoffice mail to a colleague within the district or at the System's office you must include: NAME OF RECEIVER (FIRST AND LAST), DEPARTMENT, ROOM NUMBER and CAMPUS. IF THESE THREE ITEMS ARE NOT LISTED, YOU ARE IN JEOPARDY OF YOUR PACKAGE NOT ARRIVING AT ITS INTENDED DESTINATION.

Parcels

Parcels can be delivered via the courier if the parcel can fit easily within a green courier bag. If the parcel is too large to fit easily into a green courier bag, one can submit a work order with M and O via ITES and it will be delivered to the specified campus.