Implementing Board Policy 5.30.05
Contact: Mail Services Supervisor, 533-7459

1.0 Purpose
To provide the methods and procedures for using the campus mail system.

2.0 Campus Mail
2.1 Campus mail must be placed in “Interdepartment Mail” envelopes.
2.2 Cross out previous recipient, address envelope to full name and mail stop.
2.3 Do not send cash, checks, face value tickets, or credit cards.

3.0 U.S. Mail
3.1 Outbound U.S. mail must be placed in logo envelopes with a pre-printed mail stop.
3.2 Mail should not be sealed unless it contains confidential or sensitive information as mail room staff must examine the contents to determine its proper classification.
3.3 All first class mail has an “Address Service Requested” endorsement on the envelope.
   3.3.1 If mail is sent to an incorrect address, the U.S. Postal Service (USPS) corrects the address, forwards the mail to the correct address, and notifies the sender of the correct address.
   3.3.2 USPS charges a fee per mail piece for this service in addition to the first class postage. Contact Mail Services for the current rate.
   3.3.3 To avoid additional expense, departments are encouraged to keep mailing lists as current as possible.
3.4 Packages and parcels addressed to a post office box must be sent through the CCS mail system. Packages and parcels addressed to a street address may be sent by either Mail Services or by package service through Central Services.
   3.4.1 The maximum size for US mail packages/parcels is 70 lbs, and total of 130” in length and girth.
   3.4.2 Contact Central Services at x4781 for larger pieces.
3.5 CCS cannot process personal mail for its employees.

4.0 Related Information
4.1 CCSnet web page, Mail Services
4.2 CCS Mail Stops and Delivery Schedule