

THREE RIVERS COMMUNITY COLLEGE
Financial Regulation

Section: FR 3800 Purchasing	
Sub Section: FR 3850 College Mail Services	
Title: FR 3850 College Mail Services	
References:	
Responsible Administrator: Director of Purchasing	
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College Mail Services

Three Rivers Community College mail services is the collection, processing, and distribution center for inter-office mail and the college's incoming and outgoing U.S. Postal Service mail. Mail services also functions as the central receiving place for goods ordered by the college's purchasing department.

College mail services provides routes to designated areas in each building on campus daily. Special handling situations, such as bulk mailings, must be prearranged with mail services.

No employee of Three Rivers Community College has the authority to purchase or commit **funds** toward the procurement of goods or services without first going through authorized requesting and purchasing procedures. Such actions will be considered an attempt to defraud the college, and are **subject to disciplinary action up to and including termination**.

Inter-Office Mail

All inter-office college mail should be clearly labeled with the recipient's name and department. Previous recipient names should be marked out. Please do not use markers **or** pens that smear or stinky markers.

U.S. Mail

All outgoing mail should contain the sender's name and the three-digit department code **to which shipping is to be charged**. If the department code is missing, mail services reserves the right to open and inspect the contents to determine the appropriate department **budget to be charged**. When using window envelopes, make sure the address is **clearly viewable**. When using envelopes with a clasp on the back, tape over the clasp to prevent postage machine jams. Please do not use markers **or** pens that smear or red markers not readable on the machines at the US Post Office. All envelopes other than #10 envelopes should be sealed by the sender.

Incoming mail is picked up from the U.S. Post Office and delivered to designated areas in each building on campus daily between 2:00 pm and 4:00 pm.

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Outgoing mail will be picked up from designated areas in each building on campus daily between 2:00 pm and 4:00 pm to be delivered to the U.S. Post Office the following day.

Mail Services can prearrange for delivery using U.S. Mail overnight delivery when necessary.

Other Carriers

Mail Services can arrange for delivery using UPS or Federal Express when necessary. Departments should clearly label any items with special instructions. These carrier costs are charged to the sending college department through the business office.

Department Charges

All costs for mailing services are charged to the sending department through the business office for college related business only.

Packages

All packages delivered to college mail services are opened and inspected for damage. Business office approval through the purchase order process is required for all college merchandise, and shall be sought prior to initiating any order. Be aware that the packing slips are compared to purchase orders for accuracy and completeness.

The purchase order is the legal document authorizing the purchase of and subsequent payment for materials ordered by the college. The PO Number is the control and reference number for all college purchases and it is to be entered on all receiving documents, invoices, and inquires pertaining to items ordered.

Mail Services **will not accept** delivery of any item with postage or shipping **due** upon delivery.

Personal Mail and Packages

Mail Services will collect small amounts of outgoing stamped personal mail. Mail Services will not be responsible for verifying that appropriate postage is affixed.

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Mail services will accept delivery of small amounts of personal packages. Mail services will deliver notification that a personal package is waiting for pick up in the mailroom. If the personal mail package is not retrieved within **3 working days**, it will be returned to the sender. If someone other than the addressee picks up the package, signed, written permission from the addressee must be provided. Mail services reserves the right to open and inspect any package. College mail services is not responsible for the loss or damage of personal mail.