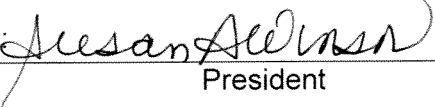


**AIKEN TECHNICAL COLLEGE  
POLICY**

Policy Title: <b>MAIL SERVICE</b>	Policy Number: <b>2-2-109</b>
Institutional Authority: <b>Vice President of Administrative Services</b>	
Associated SBTCE Policy:	
Associated ATC Procedure: <b>2-2-109.1</b>	

Approved:  _____ President	 _____ Commission Chairperson
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Date Adopted: <b>07/01/2004</b>
Date Revised:

It is the policy of Aiken Technical College that all campus mail will be handled, sorted, and delivered according to ATC procedure 2-2-109.1 – Mail Service.

Policy Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2012		