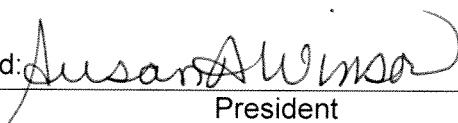



**AIKEN TECHNICAL COLLEGE
PROCEDURE**

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

Approved:		
	President	Vice President of Administrative Services

Date Adopted:	07/01/2004
Date Revised:	02/11/2008

I. Daily Mail Service

Daily incoming mail will be delivered every morning between the hours of 9:00 and 11:00 a.m. All Sections requiring outgoing mail service should have their mail prepared and placed in the outgoing mailbag by 1:30 p.m. for pick-up. Any outgoing mail services required after the scheduled pick-up time will be the responsibility of the office requiring that service. Changes to the scheduled pick-up and delivery times will be posted by the mailroom located in the Inventory Control Department, as well as emailed to campus.

Reminders that will help to facilitate timely processing of the mail:

1. Prepaid postage should be sealed prior to being put in the outgoing mailbag.
2. Large envelopes should be sealed prior to being put in the outgoing mailbag.
3. Department names should be printed or stamped above the return address.
4. Packages need to have instructions attached, such as, registered, certified, or insured.
5. For all large mailing requirements, mailroom should be given a 24-hour notice to ensure adequate postage is available. Envelopes should be put together with their flaps open and banded or boxed.

6. Personal mail is delivered to the main post office as a courtesy only. The College is not responsible or liable for the handling of personal mail.
7. To facilitate the assignment of postage charges to individual accounts, outgoing mail should be separately banded and identified by account number.
8. All inter-agency mail must be sealed and marked inter-agency.
9. All inter-office mail should have the recipient's name and department on each envelope and/or package.

II. UPS Shipments, Express/Priority Mail, and FedEx

1. Items to be shipped via UPS should be packaged by sender and taken to the Bookstore for weighing and labeling. All packages must be properly sealed and marked with value of contents and contain shipping instructions. If there is more than one package, each package must have a separate value. The Shipping and Receiving Department will be notified that the item is ready for pick-up.
2. Customers requiring express mail and priority mail should take their packages to the Shipping and Receiving Department.
3. Customers wishing to utilize FedEx services may pick up envelopes, small boxes, and air bill forms from Procurement and Auxiliary Services. FedEx shipments should then be taken to the Shipping and Receiving Department.

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