

## SAN JUAN COLLEGE BUSINESS SERVICES PROCEDURES

TOPIC: POSTAL SERVICES

Related to Board Policy: 801

### General

Incoming and outgoing postal and shipping are offered through the Switchboard/Mailroom.

1. Phone messages received by the Switchboard/Mailroom are placed in departmental or individual mail boxes, after calling the recipient, or delivered to the departmental secretary.
2. Messages from one office to another on campus may be placed in the interoffice mail basket. Deliveries are by employee name, title, or department program name.
3. Mail to be metered must be dropped in the appropriate mail slot before 3:30 p.m.
4. Departmental account code must appear above return address on envelope for account charging purposes.
5. College employees who desire assistance concerning mail should contact the Switchboard/Mailroom staff.

### Mailing Services (Personal Mail)

1. Under present postal regulations, personal mail may be metered at San Juan College, but must be paid for by the individual at the time service is requested.
2. Personal mail should be presented to the Switchboard/Mailroom operator rather than dropped in the mail slot, for proper accounting.
3. The mail will be metered and a receipt offered.

### Postage Stamps

1. The Bookstore maintains a small supply of stamps which may be purchased by individuals for personal use.
2. The Switchboard/Mailroom does not maintain any postage stamps. All of its mail is processed through a postage meter. The mail delivery person carries some stamps for purchase.

### US Mail

#### A. Types of Services

1. Regular mail services, Registered and Certified/Return Receipt.

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2. Personal mail services are also offered but must be prepaid (see Mailing Services above).
3. Regular stamps are sold at the Bookstore and by the mail delivery person (see Postage Stamps).

### B. Incoming

1. U.S. mail is delivered to the campus once a day.
2. It generally arrives in the Switchboard/Mailroom by 8:00 AM and is distributed to each departmental mail box located in the Mailroom.

### C. Outgoing

1. Mail is dispatched at 4:00 p.m.

### D. Types of Mail

1. First Class - Mail that contains anything that is personally written or typed.
2. Third Class - Printed, mimeographed and dittoed matter. Envelope can be sealed. Write "Third Class" on envelope.
3. Fourth Class - Parcels or flats weighing over one pound. Third and Fourth class mail may contain a letter. (Write on the outside of the parcel "Letter Enclosed".)
4. Special Fourth Class - Books, tapes, records, and sheet music.
5. Media Mail - Films and interlibrary loan items.

### Standard Procedure for Preparation of Mail

Individual piece, metered and permit mailings are available. Each user should become acquainted with the requirements for correct and proper mailing based on the steps listed below. Mail improperly prepared will not be accepted for mailing by the US Post Office.

1. Departmental account code must appear above return address on envelope for account charging purposes.
2. Letter sized mail must be in a San Juan College envelope in order to be metered. San Juan College labels are available for packages.
3. Separate mail addressed to all 874 - - Zip Codes from mail addressed otherwise.
4. Sort out-of-town mail in zip code order, beginning with the smallest zip to the largest, if over one hundred (100) pieces of mail are involved.

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5. If using large manila envelopes, First Class mail should be sealed. Third Class may be sealed, but must be marked "Third Class".
6. International mail should have a note attached to draw attention to it and be placed on top of the pile.

### Permit Mail - Third Class Bulk Mail

Permit Mail - Third Class bulk mail is processed as third class mail but at a substantial savings to the College. To qualify for reduced rates, the following qualifications must be met.

1. Two hundred (200) or more identical pieces of the same weight and same enclosures (form letters) are necessary.
2. Return address is required.
3. Departmental account code must appear above return address on envelope/package for account charging purposes.
4. Mailing must be sorted in zip code order.
5. The Switchboard/Mailroom staff must have 24 hours notice when a bulk mailing is required. Specific instructions are available in the Mailroom.

### Permit Mail - First Class - Pre-Sorted

Permit Mail First Class is sent first class at a reduced rate when pre-sorted by zip code. There must be five hundred (500) or more pieces total with a minimum of ten (10) going to the same five digit zip. The procedures are similar to Permit Mail - Third Class Bulk Mail.

### United Parcel Service (UPS)

1. United Parcel Service (UPS) delivers to campus once a day.
2. UPS is checked in through the Shipping, Receiving and Recycle Clerk and the Clerk then delivers the parcel to the appropriate location on campus.
3. The recipient is asked to sign a receiving log.
4. Outgoing UPS is processed by the Switchboard/Mailroom staff and must be received at the Switchboard/Mailroom before 3:00 p.m.. in order to be processed that day.
5. A Mail Service Request form (Exhibit 1 - available at Switchboard/Mailroom) must be completed for each transaction.

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6. If there are questions regarding incoming or outgoing UPS please contact the Switchboard/Mailroom staff.

### Federal Express

1. Outgoing Federal Express must be received at the Switchboard/Mailroom before 4:00 p.m. to be processed that day.
2. A Mail Service Request form (Exhibit 1) must be completed for each transaction.

### Mailroom Charges

The mailing service requests are totaled and billed to the respective departments on a monthly basis through the Business Office using an interdepartmental Voucher for Payment (Exhibit 2).