



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 3022 MAIL PROCEDURES

The College's mail services are for College business only. Mail will be prepared according to the College's Mail Service Guide. The Material Control Department may inspect the contents of any piece of mail to which College postage is being applied to confirm that the mail contains business-related material. The Material Control Department may also inspect incoming College mail to determine whether it contains revenue or to determine its destination if the envelope is unclear. The use of the College's address for receiving personal mail is discouraged. Only College employees are permitted to use the College's address to receive mail. The College's return address is the only return address that can appear on mail presented for College postage processing.

Each department is responsible for the preparation of its own mail, to include the functions of addressing, enveloping, and completing customer forms. All out-going College mail shall have the sending department's account number in the upper left corner.

The collection and distribution of mail are performed three (3) times during the normal operating hours of the Material Control Department. All first class mail weighing less than 11 oz. will be sent at the Presort Discount Rate and must be in the Material Control Office before 2:30 p.m. in order to be processed that day. Any first class mail collected after 2:30 p.m. will be held until the following business day unless specifically requested to be sent out on that day. The exception to this procedure is that any first class mail collected after 2:30 p.m. on the last working day of the week will be processed that same day until 4:30 p.m. The mail going to the United States Post Office departs campus at 4:30 p.m. daily.

Effective Date: 12-07-1998