



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
PL-1.7.02	Postal Services	07/01/2007	

I. Campus Mail

Mail is picked up from the Bainbridge Post Office at approximately 10:00 AM Monday through Friday. Outgoing mail is picked up at various departmental locations throughout the afternoon.

Mail delivery to the Administration Building, including U.S. Mail and interdepartmental mail, will be made daily before noon.

Mail pickup will be made at specific mail deposit areas each morning and afternoon.

II. Bulk Mail

It is the responsibility of each department to use the most economical method of mailing. First Class mail is very expensive and does not insure faster or better handling. Planning ahead and the use of Standard Bulk Rate can significantly reduce out postage costs.

Any mailing of 200 or more pieces should be sent by Standard Bulk unless the mailing is classified as prestigious. Standard Bulk mail must conform to several requirements which are not difficult.

Any mailing of 500 or more pieces can be mailed at the Pre-sort First Class Rate. The mailing must be in zip code order when received at the Post Office and cannot contain mail going out of the country. The Campus Postal employee should be advised one day in advance if your office wants to take advantage of this savings.