

Reference : FINANCE AND ADMINISTRATION
Section : ADMINISTRATIVE SERVICES
Title : OUTGOING UNITED STATES MAIL
Policy Number : 03-02-04
Issue Date : 09/30/2001
Revision Date :

PROCEDURE

All outgoing U.S. mail must be delivered to the Central Files Mail Room by 3:30 p.m. each business day in order to be processed for mailing on that date.

In order to properly allocate postage charges, the originating department must identify the chargeable department by penciling the charge code in the upper right corner of the mail. Grant related projects must also be identified in the same manner.

Failure to identify the department may result in processing delays.