

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 1514

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PROCEDURE TITLE: College Mail Room Services

STATUTORY REFERENCE: FLORIDA STATUTES 1001.64, 1001.61 AND 1012.855

BASED ON POLICY: I-1 Administration and Organization of Miami Dade College Policy Manual Approval and V-8 Operations and Maintenance of College Facilities

EFFECTIVE DATE: November 13, 1972

LAST REVISION DATE: September 13, 2005

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I. PURPOSE

To prescribe the procedures for receiving, processing, and delivering mail and intra-campus mail. U.S. Postal Regulations will be observed.

II. PROCEDURE

A. General Mail Services

1. All United States Postal services except for COD (cash on delivery) are provided by the Campus Mail Centers for college-related mail.
2. The Mail Center will receive mail from all carriers and will solely use the United States Postal Service for the delivery of external mail. The following types of U.S. Mail services may be available through the College Mail Center:
 - a. Postal Service regular mail
 - b. Certified Mail
 - c. Express mail
 - d. First Class business reply
 - e. Address service requested
 - f. United Parcel Service, Ground and Air
 - g. Federal Express
 - h. DHL
3. Outgoing mail will be metered in accordance with the classification and the postal codes will be charged to the appropriate department. Postal services will not meter mail which does not have an MDC return address printed and the department account

number on the envelope or package. Overnight/Express mail delivery services shall be coordinated and paid by the originating department.

- a. Due to Federal Laws unidentifiable packages will not be accepted and returned to the sender.
- b. If an employee is expecting any type of shipment, the employee shall notify the Mail Center via e-mail and include as much information as possible.
- c. Incoming mail without department identification will be identified by the Mail Center personnel and forwarded to the proper person and/or location.
- d. Any suspicious mail received shall be left untouched and Public Safety shall be notified immediately

B. External Mail

1. All packages and mail shall include the department's Qual number, return address and zip code.
2. Each campus shall establish the timeline for submitting out-going US Postal Service mail.
3. Any mailing of 200 pieces or more requires authorization from the respective Dean's Office or the Campus President's office.
 - a. 500 or more pieces of mail requires a five day notice prior to the mailing.
 - b. 1,000 or more mail pieces should be sorted in zip code order.

C. Intra-campus Mail

1. Intra-campus mail should be addressed as follows:


Full name of receiver
Department
Room number
Campus

D. Bulk Mail

1. The College Mail Clerk must be consulted in advance of bulk mailing projects for advice concerning the type of envelope to be used and other aids to expedite the mail.
 - a. All mail pieces should be sorted in zip code order.

E. Postcard Mailing

Postcards must be within the following dimensions (4 1/4" x 6"). All departments shall utilize standard postcards for notices, etc.

	9/13/05
PRESIDENT	DATE