



New York Medical College Policy and Procedure Manual

Section: MAILROOM & RECEIVING	No.: FM.301
	Date: Jan. 26, 2009
Subject: MAILROOM & RECEIVING OPERATION	Page 1 <i>of</i> 3
	Supersedes: 3/24/94

I. Purpose

To establish guidelines for the operation of the Mailroom & Receiving Department at the Valhalla Campus of New York Medical College.

II. Scope

This policy applies to all College departments, faculty, staff and students.

III. Definition

- A. Metered mail - envelopes and packages up to thirty (30) pounds that have a postage meter label affixed to them indicating the postage dollar amount and date.
- B. Personal mail - correspondence that is not related to College business.

IV. Policy

It is the policy of New York Medical College to operate the Mailroom & Receiving Department to receive and deliver internal and external College correspondence and packages throughout the campus.

V. Procedures

A. Mailroom Hours

- 1. The Mailroom hours are 8:00 a.m. to 4:30 p.m. Monday through Friday.

B. Pick-Up and Delivery Schedules

- 1. Deliveries to and pick-up from the Valhalla Post Office shall be made each morning and afternoon.

Issued By:

Approved By:

2. Distribution and pick-up of mail and small packages at designated areas shall be made each morning and each afternoon at College Departments in College and non-College buildings at the Valhalla campus.
 - a. The location of the mail pick-up/delivery site in your area can be obtained by contacting Mailroom & Receiving at 594-4592.

C. General

1. The College Mailroom & Receiving shall not be used to receive and deliver personal mail and packages
 - a. All in-coming mail identified as personal mail and packages will be returned by Mailroom & Receiving to the sender.
 - b. All outgoing personal mail and packages must be stamped prior to receipt by the mailroom.
2. All College envelopes and packages for mailing shall be processed by the College's Mailroom & Receiving as metered mail using a postage meter.
 - a. All packages up to seventy (70) pounds can be mailed through Mailroom & Receiving for Post Office or UPS shipping.
 - b. Packages from seventy (70) to one hundred fifty (150) pounds can be shipped through Mailroom & Receiving as UPS freight.
3. Metered mail must be mailed on the date imprinted by the postage meter.
 - a. Envelopes and packages cannot be imprinted by the postage meter and returned to the sender for mailing at a future date.
4. Envelopes for mailing must be submitted to Mailroom & Receiving sealed, except for business size envelopes (9 1/2" wide) which may be unsealed. They will be sealed by the mailing machine.

5. All envelopes and packages shall be mailed in the most cost effective manner considering required delivery time.
6. Postage Charges
 - a. Postage charges for the educational and research operations of the College shall be charged to appropriate hard money and grant accounts.
 - b. Faculty practice postage charges shall be charged to accounts funded by the respective private practice.

VI. Responsibility

A. Departments, Faculty, Staff and Students.

1. Ensure that personal in-coming mail and packages are not received by Mailroom & Receiving.
2. Bring mail to and obtain mail from the pick-up/delivery site.
3. Ensure that only College mail is sent through Mailroom & Receiving.
4. Notify Mailroom & Receiving in advance of large mailings from the Department to assure sufficient postage is available.

B. Mailroom

1. Ensure that mail is processed timely and in accordance with the procedures above.
2. Provide standard bulk mailing services (minimum of 200 pieces of mail pre-sorted in zip code order) when required/requested.
3. Provide advice and guidance with respect to the interpretation and administration of this policy.