A. Purpose

The Postal Services area is operated for the purpose of placing appropriate postage on all out-going college-related mail, insuring that time sensitive materials are processed to insure their proper receipt, casing in-coming USPS mail and processing bulk and first-class mailings.

B. Responsibility

1. To meter all outgoing college related materials.

2. To provide certified, insured, registered, priority and express service and documentation as needed.

3. To process bulk mailings as needed and transport to the Dallas Post Office.

4. To check the State Courier box daily for incoming packages and prepare outgoing State Courier mail as needed.

5. To log-in all packages received by USPS and Central Receiving and inform instructors to arrange pick-up.

6. To request checks for meter, Trust account, Business Reply account and Register mailing as needed.

7. To keep financial records of Trust account/Bulk mailings.

8. Management Records will be compiled monthly.

9. Departmental metering reports will be compiled on a monthly basis.

C. Policy

1. All mail requiring postage must be brought to the Postal Services area and placed in the proper slot.

2. All mail brought in the afternoon needing to be mailed with today's date must have a note attached stating that today's date is needed.

3. All mail must have a box number or department name with our return address.
4. All mail metered using Gaston College postage must display our return address - no one else.

5. All mail needing special services or today's date must be in the Postal Services area by 3 p.m., no later.

6. All packages needing special services (i.e., certified, insured, registered) must be accompanied by a note stating the service needed and any other information needed. For same day service all pieces must be in the Postal Services area by 3 p.m.

7. Packages received from Central Receiving will be logged, and placed on the shelf within 48 hours of receipt in the Postal Services area.

8. All bulk and first-class presort mailings must follow publication guidelines.

9. Monthly financial reports will be kept for the Trust Account.

10. All mail returned to the College will be placed in the originating department's box. If no return box number or name is visible, the envelope will be opened and then placed in their box.

D. Procedures

1. Mail will be grouped by department and metered each morning with today's date.

2. All mail needing today's date will be metered with today's date and taken in the afternoon.

3. All mail needing special services will be processed during the day and taken to the Dallas Post Office in the afternoon.

4. All packages received will be logged in and cards placed in campus mail boxes to notify for pick up.

5. Prior notification of one (1) week is required for all bulk mailings.

6. All bulk mailing received in the Postal Services area will be prepared and taken to the Dallas Post Office usually within 48 hours.

7. Monthly Management Reports will be sent to the Chief Financial Officer.