PROCEDURE MANUAL

				PROCEDURE 358.1	
11.00	11.00	ARIZONA WES	TFDN	Page 1 of 1	
ARIZONA WESTERN COLLEGE		COLLEG		Last Revision Date:	12-01-2020; 10-01-2020; 08-25-1997
				Effective Date:	08-25-1997
				Last Review Date:	02-07-2022
Section:	Business		Subject:	Mailroom	

PURPOSE

The Mailroom receives, processes, and distributes College mail in a timely, cost-effective manner.

PROCEDURE

The Director of Purchasing and Auxiliary Services publishes the Mailroom Manual which delineates the services and processes of the College Mailroom.