

--AWC MAILROOM POLICY 2020

I. PURPOSE

The purpose of the Mailroom is to receive, process and distribute **College** mail and packages in a timely, cost-effective manner.

The Mailroom utilizes a variety of mailing methods including the U.S. Postal Service, UPS, and FedEx. The method used will be based upon factors such as size, cost, traceability, and speed of delivery.

The Arizona Western College Mailroom is located in the Central Receiving Building. Office hours are Monday-Thursday, 7:00 a.m. - 5:00 p.m. Delivery hours are Monday-Thursday, 7:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. The telephone number is (928) 317-7511.

II. RECEIVING, SORTING, DISTRIBUTION, OUTGOING U.S. MAIL

The Mailroom courier generally leaves campus between 8:00 a.m. and 9:00 a.m. to pick up mail from the Yuma Main Post Office. Upon return, both U.S. Mail and Campus Mail is sorted and distributed to designated departmental locations and division offices. Outgoing U.S. Mail and Campus mail is collected from these locations at that time as well. ***(Pick-up and delivery is temporarily suspended due to Covid19.)***

Outgoing U.S. Mail and Campus Mail can also be deposited in the mail receptacle located in the LR atrium or at the Mailroom throughout the day. Mail is collected from the LR & 3C sites at 2:00 p.m. Mail taken to the Mailroom must be there by 2:00 p.m. to enable it to be sent out the same day.

Outgoing U.S. Mail is separated, then weighed, metered and charged to appropriate account numbers.

The Mailroom courier leaves campus at approximately 3:00 p.m. and makes stops at the Entrepreneurial Center and the Yuma Main Post Office to drop off outgoing mail.

Mail received by the AWC Mailroom that cannot be easily identified is forwarded to Business Services so it can be opened, read, and receiving department identified. If recipient is identified, the mail is sent back through the Mailroom to be distributed.

III. STUDENT MAIL

Mailboxes for dorm residents are located in the College Community Center (3C) Room. Mailbox numbers are assigned by Campus Life. Mail is sorted and boxed by 1:00 PM, Monday through Thursday.

Packages arriving by regular mail that fit into mailboxes will be placed there. If larger packages or special service mail (Express, Certified, Insured, etc.) is received, a pickup notice will be placed in the mailbox or an email sent to recipient. To claim packages, the student must present the pickup notice and a picture ID at the Mailroom in the Central Receiving Building.

Failure to pick up after 3rd notification will result in item being returned. If there is no return address, item will be disposed at auction.

IV. METERED U.S. MAIL

Metered mail is defined as **official** College mail from College offices, departments, student clubs, etc. that the mailroom weighs, affixes postage and posts out. This includes letter size envelopes, packages, large or overstuffed envelopes and international mail. ***Metered mail is not for personal use.***

All metered mail should be placed in official College letterhead envelopes with complete addresses. Metered mail is to have the correct, complete 15-digit account number in the upper left-hand corner of each piece to be mailed. The account number assures that postage is charged to the proper department.

Mail received without an account number on it will be sent back to the department for identification (it may have to be opened in order to identify the originator). Mail received with an incorrect or incomplete account number will be returned for proper identification. Each department is responsible for the proper use of its own account number.

All outgoing, sealed metered mail of uniform size envelopes with the same account number should be banded before mailing. Do not band envelopes of different thicknesses or sizes together. This could cause incorrect postage to be applied to some of the envelopes, ultimately delaying delivery.

Types of metered mail that can be processed by the mailroom are: First Class, Media Mail, Library Rate, Certified, Return Receipt, Insured (up to \$500), Express Mail and Priority Mail.

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Arizona Western College's correct mailing address is:

Arizona Western College
P.O. Box 929
Yuma, AZ 85366-0929

V. CAMPUS MAIL

Non-metered or Campus Mail is mail that goes between two or more offices or between a College office and an employee or student. This mail will only be distributed if the items are related to official College business. This service is not to be used for personal reasons such as, Christmas or Birthday cards, party invitations, politically-related items, materials distributed by local service organizations, churches, schools or businesses, etc.

Flyers addressed to individual employees should be sorted by department. Normally, flyers will be distributed next day, but delivery is not guaranteed until the third day.

Campus mail must have a minimum of the Division/Department in the upper left-hand corner of a standard envelope. For letter sized intercampus envelopes, all department information and names must be provided. Be sure to ***put both first and last name of the recipient as well as the department name***. All information must be legible.

VI. INTERNATIONAL MAIL

Separate International Mail from Domestic Mail (Canada and Mexico are considered International). If you do not separate it, it may receive improper postage and be returned to you.

VII. PARCEL SERVICE (UPS, FedEx, etc.)

This service helps departments reduce postage costs without delaying service. All non-1st class packages weighing 10 ounces or more generally qualify for one of the parcel services, costing less to mail than if sent at USPS rates.

They do not deliver to a Post Office Box Number, so be sure to include the actual physical location (street address). Generally, packages are insured up to \$100 at no additional charge. If additional insurance is required, indicate the value of the contents on the package.

If a tracer is required on a lost package, departments need to supply the Mailroom with the following information:

- Date package was sent
- Complete address of recipient
- Tracking # (if available)

Mailroom personnel retain all other information needed to file a tracer or claim and will assist departments in doing so.

Outgoing parcels must be in the Mailroom before 9:30 a.m. for UPS and 1:00pm for FedEx to ensure that they go out the same day.

Weight and Size Limits

Maximum weight per package - 150 pounds

Maximum size per package - 165 inches in length and girth combined, with a maximum length of 108 inches per package.

Packages which exceed the size limit, or are over 70 pounds, are subject to additional charges. Arizona

Western College's correct physical address is:

Arizona Western College
2020 S Avenue 8E Yuma,
AZ 85365

Please contact the mailroom if you have additional questions about the availability for parcel services for outgoing packages.

VII. STANDARD MAIL (AKA "BULK MAIL")

The U.S. Postal Service offers discounts for bulk mailings that the sender prepares and presorts.

Bulk Mail, or "Presort Standard", is a domestic service only. Material sent as Bulk Mail must contain a general message aimed at all who receive it, rather than a personal message aimed at a particular individual. There must be a minimum of 200 pieces before qualifying for Standard Bulk Mailing privileges. Each must be the same size, shape, weight, and contain the same information. Pieces must not exceed 11 3/4 inches in width, 14 inches in length, or 3/4 inches in thickness. **The Bulk Mail insignia and permit number must be placed in the upper right-hand corner of each piece.** The insignia may be printed on the mail piece or a Permit Stamp may be checked out from the Mailroom to stamp each piece.

The sending department is responsible for ensuring that the mailing addresses are accurate and for giving the Mailroom an accurate zip code count and total. Mail must be boxed, sorted, and labeled correctly following the instructions available from the Mailroom. If the mailing is not sorted and/or labeled properly, the Mailroom may return the mailing to the sending department for correction.

Allow two full business days for the Mailroom to review the mailing and process the required USPS mailing forms. Additional information regarding rates can be obtained by contacting the Mailroom.

VIII. OVERNIGHT MAIL

Fed-Ex and UPS services are available to send overnight packages. Packages to be sent overnight must be in the Mailroom by the following deadlines to be processed the same day. The preferred overnight carrier may be requested however, mailroom personnel will make the final determination as to the most cost- effective and/or efficient service to be used. Parcels must be ready to ship when brought in.

UPS – Packages in AWC Mailroom before 9:30 AM FedEx –

Packages in AWC Mailroom before 1:00 PM

IX. EXPRESS DELIVERY

USPS services are available to send express packages that take two to three business days to arrive at their destination. Packages must be in the AWC Mailroom before 2:00 PM to ensure same day processing.

X. PERSONAL MAIL

The College requires all faculty and staff to receive their personal mail at home or permanent address. Any mail not relating to your job is considered personal and may include, but is not limited to: bank/credit union statements, utility bills, driver's licenses, credit card bills, etc. AWC should not be given as your permanent address unless you are a student living in the Dormitories or a Residence Hall Manager or Coach living on premises. All mail addressed to Arizona Western College is College property and subject to be opened to identify checks, payments, invoices or other College business. If you are an employee of the College, living on campus, you may obtain a private mail-box at a postal center or a US Post Office location, or you may receive your mail through the AWC Mailroom. Mail forwarding forms are never to be submitted to the U.S. Post Office using an AWC address. AWC is a State Institution and it is illegal to submit a forwarding address using any address associated with AWC unless done as an official AWC function (such as a change of location for an external campus).

Due to the high volume of College business mail, students and employees are requested to mail personal packages at commercial sites off-campus. The time mailroom staff spends processing personal packages is time taken away from receiving, sorting and distributing College mail.

XI. SUPPLIES

The AWC Mailroom maintains an inventory of FedEx, UPS, and USPS shipping supplies that can be obtained free of charge. This does not include unmarked boxes or packaging supplies.

XII. RETURN TO SENDER

Packages received by the AWC Mailroom from UPS or FedEx cannot be returned to sender free of charge if the determination to return is not made immediately. For example, desk copies of textbooks received that a department does not wish to keep cannot be returned to the sender without paying the shipping cost. Each department is responsible for speaking with the vendor to determine how to return the item.