


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 358.1	
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		Last Revision Date:	08-25-97
Effective Date:			
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 regulations of the College Mailroom.