

## INTER-OFFICE MAIL SYSTEM

The Inter-Office Mail System is the responsibility of the Shipping / Receiving & Courier Center Manager. The Inter-Office Mail System is designed to allow for the rapid communications between offices. The system will utilize Pitt Community College Inter-Office Envelopes as mailers. Do not place any commercial advertisements or materials that may be deemed as controversial into the mail system without prior approval from the Institutional Advancement Office.

The use of Pitt Community College Inter-Office envelopes is strongly recommended to guarantee prompt and expedient delivery of your inter-office mail. Inter-Office envelopes are supplied to you by the College Courier Center. The locator on PCC Homepage should be used to determine Mail Stops. Do not use old list or old telephone directories to determine Mail Stops. For items that are too large to fit inside of the Inter-Office Envelope, complete the addressee information and secure it to the front or side of the material.

### How to use the Inter-Office Envelope

- \* When using Inter-Office envelopes use an ink pen.
- \* Always print the name and mail stop.
- \* Ensure that you are using the next descending box on the envelopes.
- \* Draw an "X" through the preceding box of your addressee.
- \* Place item inside envelope and tuck flap inside envelope, in a manner to keep contents from falling out. The illustration in table # 1 shows the correct ways to address the envelopes for excellent service. After you have addressed the envelope, place the envelope in the out-going mail at your Mail Stop. See table # 2. See Collection and Distribution Schedule for pickup times.

Table # 1

Column# 1	Column# 2	Column# 3
Name <u>A. J. TYSON</u> Department _____ Building <u>JOBLINK</u> Room Number _____	Name <u>L. REICHSTEIN</u> Department <u>FINANCIAL</u> Building <u>AID</u> Room Number <u>VEW-11</u>	Name <b>NOT ACCEPTABLE</b> Department _____ Building <u>GHL</u> Room Number _____
Name <u>KINLAW</u> _____ Department _____ Building <u>VEW-4C</u> Room Number _____	Name <u>DEAN OF STUDENT</u> Department _____ Building <u>VEW-4</u> Room Number _____	Name <u>LISA</u> _____ Dep_ <b>NOT ACCEPTABLE</b> Building _____ Room Number _____

**The collection and distribution of Inter-Office Mail** The collection and distribution of Inter-Office Mail will be accomplished as follows. Mail is collected and distributed at the Mail Stops indicated in table # 2.

Table # 2

## COLLECTION / DISTRIBUTION POINTS

<u>MAIL STOPS</u>	<u>MAIL STOP LOCATIONS</u>
ABW-1	ABW-130A
ABW-2	ABW-249
ABW-2A	ABW-207
CWE	OFFICE BEHIND CIR DESK
GHL	MAILROOM IN GHL-101
MAINT	PURCHASING OFFICE AND MAINTENANCE OFFICE
MAS/WLD	M&W 114 AND M&W 110
KVW	KVW-105A
RLH-1	RLH-113
RLH-2	RLH-203
WEF-1	WEF-103
WEF-2	WEF-236
E & JW	E&JW-136 (ADMISSIONS)
RR-1	RR-128
RR-2	RR-216
MAILROOM	GREENHOUSE
MAILROOM	MITCHELL'S
MAILROOM	JOBLINK
VEW	MAILROOM (IN FRONT OF STAFF WOMEN'S RESTROOM IN FRONT HALL OF VEW)