

# COUNTY COLLEGE OF MORRIS

## Business and Finance Division Procedures

**Subject:** GENERAL USE OF COLLEGE MAIL SERVICES

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**Date:** 3/20/2025

### General

The function of the College Mail Services is to process and distribute all business related inter-campus and incoming/outgoing mail for the County College of Morris.

The Receiving & Distribution Department is responsible for all incoming/outgoing United States Postal Service mail and other items delivered by other carriers such as Federal Express, United Parcel Service, etc.

### Authority

Executive Vice President for Business and Finance

### Responsibility

Assistant Vice President for Business and Finance  
Budget and Compliance Manager  
Supervisor of Receiving & Distribution  
Receiving and Distribution Staff

### Procedure

1. All mail processed must be business related. Personal mail received will be returned to the sender.
2. All outgoing mail processed must include CCM's return address.
3. Before mail can be metered (postage applied) sending department must ensure that funds are available in the appropriate mail account.
4. All outgoing mail to be metered must be accompanied by a valid mail ticket, Attachment A. Mail tickets are available from the Receiving & Distribution Department upon request.
5. The function of mail tickets is to charge the appropriate departments/cost centers for postage used.
6. Each department or cost center's usage is reported to the Accounting Department at the end of each month. The Accounting Department then charges each department/cost center's budget for the postage charges incurred.
7. Mail tickets should be rubber banded to each bundle or piece of mail being sent out. Boxes or mail tubs, with mail tickets affixed, should be used for large mailings; mail sacks should not be overstuffing.
8. Special handling mail, such as Express mail (next day), library rate, Certified, return receipt, and insured, should be kept separate with mail ticket attached. Special attention needs to be given to flag foreign mail so that it is not mistaken for domestic mail.

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9. Campus-wide mail runs (pick-ups and deliveries) are done twice daily, once in the morning and once in the afternoon. However, individuals may carry mail to the Receiving & Distribution Department at any time. The Receiving & Distribution Department is located in the Warehouse. The hours of operation are 7:00 a.m. – 4:00 p.m., Monday through Friday.
10. Outgoing mail picked up in the morning and afternoon is metered and picked up by the U.S. Postal Service at approximately 2:00 p.m. each day.
11. Because Overnight Express and Certified mail must be taken to the Post Office, **The afternoon mail run is the DEADLINE for this special handling.** Express or Certified mail received after the afternoon mail run will be sent out the next day with the 2:00 p.m. Post Office mail run.
12. Special arrangements can be made for Express and Certified mail that **MUST** go out after the 2:00 p.m. deadline. Postage will be applied in the Receiving & Distribution Department with the sender taking the mail to any U.S. Post Office.
13. Outgoing U.S. mail, brought to the Mail Services Department subsequent to the afternoon mail run will be metered and picked up by the U.S. Postal Service at approximately 2:00 p.m. the next business day.
14. Express, Certified and very large size mailings are held for the next business day's 2:00 p.m. U.S. Post Office mail run.
15. Bulk mail rules and regulations are complex, variable, and change. Improperly prepared bulk mailings will be refused and returned by the Post Office. It is for this reason that the Receiving and Distribution Department should be consulted before attempting **ANY** bulk mail preparation.
16. Incoming U.S. mail and inter-campus mail is sorted in the Receiving & Distribution Department. Priority is always given to First Class U.S. mail when sorting. Sorted mail is handled and distributed during the mail runs each morning and afternoon. Outgoing inter-campus mail is also picked up at this same time.

**This Ticket MUST accompany all outgoing mail.**

**01-01234**

**Any Department**

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Name of Sender and Phone Ext.