

Bergen Community College
Board of Trustees
Section: FIN

Policy # FIN: 009-001: 2018

Effective Date:

Responsible Official:
Executive Director of Finance

Name: Mailing Procedures

Reason for Policy:

The procedures outlined below are intended to provide guidelines which serve two purposes:

- A. Compliance with postal regulations;
- B. Enable mailroom staff to provide the expected level of service to the College community.

Entities Affected by this Policy: Faculty and Staff

Policy Statement:

Procedures:

1. On mailings of 1000 or more pieces, the mailroom must receive prior notice of three (3) days. Normal time for delivery to post office will be two to three days after receipt.
2. On mailings of 5000 or more pieces, seven (7) days-notice is required. Delivery time to post office as above.
3. For bulk mailings to other than local area (regardless of size), at least seven (7) days prior notice to mailroom is required.
4. Prior to printing any brochures of the self-mailer type, please check with the mailroom supervisor or his designee to insure conformity with postal regulations.
5. All outgoing bulk mail envelopes should be delivered, flaps up and open, to the mailroom to insure that all mail is **for College business only**.
6. All outgoing mail with College Permit #57 indicia must be processed at the mailroom

and mailed through the **Paramus post office only.**

7. Outgoing mail is delivered daily to the Paramus post office once a day at 3:00 pm.
8. All mail requiring special handling, such as certified, registered, express mail, etc. must be in the mailroom no later than 2:30 p.m. for same day processing. If received after 3:00 p.m., it will be processed the following business day.
9. First-class and third-class bulk mailing up to 500 pieces can be processed and delivered to Paramus post office the same day if received in the mailroom before 1 p.m. If received after 1 p.m., it will be processed the next business day.
10. Mailing Request Form #A 006, which can be obtained from the mailroom, must be completed and properly signed by Divisional Dean/Director for all bulk mailing of fifty (50) pieces or more.
11. Inter-office mail, outside incoming mail and packages shall be delivered throughout the megastructure twice a day, between the hours of 9:30 and 11 in the morning and 2 and 3 in the afternoon. East Hall and all on campus deliveries which include White House delivery for (Accounting, Payroll, Finance), Vet Tech Building, West Hall Building, Health Professions Building, TEC Building which includes Continuing Education mail delivery is also twice a day, between 9:45 and 10:30 a.m., and between 2:15 p.m. and 3 p.m.
12. The mailroom/receiving supervisor reserves the right to process articles of mail with the proper postage/carrier in the most expedient and economical way after discussing the matter with the sender.
13. All inter-office mail, outside incoming mail and packages are delivered once a day by 12:00 pm to the Meadowlands, Lyndhurst campus and the Ciarco Learning Center campus.

Related Documents/Policies:

Policy History:

Adopted: 4/8/1996

Amended:

Updated: 6.5.18