

**THREE RIVERS COLLEGE  
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3600 Property	
Title: FR 3650 Receiving	Page 1 of 5
Primary Policy: FP 3601 College Property	
Associated Regulation: FR 3810 Purchasing Approval	
References: 18 U.S.C.A. 1708	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 12-16-2009	Last Revision: 04-19-2017

Three Rivers College Mail Services is the collection, processing, and distribution center for inter-office mail and the college's incoming and outgoing U.S. Postal Service mail. Mail services also functions as the central receiving place for goods ordered by the college's purchasing department.

College mail services provides routes to designated areas in each building on campus daily. Special handling situations, such as bulk mailings, must be prearranged with mail services.

No employee of Three Rivers College has the authority to purchase or commit **funds** toward the procurement of goods or services without first going through authorized requesting and purchasing procedures. Such actions will be considered an attempt to defraud the college, and are **subject to disciplinary action up to and including termination.**

**Inter-Office Mail**

All inter-office college mail should be clearly labeled with the date, recipient's name and department, building name, and sender's name. Previous recipient names should be marked out. Please do not use markers or pens that smear or are heavily scented. Interoffice envelopes should be discarded after all lines have been used. Do not use labels to cover prior delivery names.

**Outgoing Mail and Packages**

All outgoing mail should contain the sender's name and the -five-digit department code **to which shipping is to be charged.** If the department code is missing, mail services reserves the right to open and inspect the contents to determine the appropriate department **budget to be charged.** When using window envelopes, make sure the address is **clearly viewable.** When using envelopes with a clasp on the back tape over the clasp to prevent postage machine jams. Please do not use markers or pens that smear or red markers not readable on the machines at the US Post Office. All envelopes other than #10 envelopes should be sealed by the sender. Outgoing mail will be picked up from designated areas in each building on campus daily prior to 2:30 pm. Pick up hours are posted at the Mail Room. Mail Services can prearrange for delivery using U.S. Mail overnight delivery, UPS, or Federal Express, when necessary. Departments should clearly label any items with special instructions. These carrier costs are charged to the sending department through the business office.

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**Incoming U.S. Mail, Federal Express, UPS and Private Carriers**

Incoming mail is picked up from the U.S. Post Office and delivered to designated areas in each building on campus daily based on the schedule posted at the Mail Room.

Any mail or package delivery that is attempted other than to Mail Services should be directed to Mail Services for receiving. Any exceptions to this require preapproval of the Chief Financial Officer.

The removal of mail from the college mailroom is a violation of 18 U.S.C.C. 1708 and is subject to criminal action.

All incoming mail shall be received by Mail Services and is sorted using the following guidelines. Mail that does not fit into the following categories will be marked "return to sender" and returned to the USPS.

**Mail addressed to a current employee of the college:**

This mail will be delivered to that employee using the normal delivery process. All efforts are made to ensure that mail is correctly delivered to the intended recipient in a timely manner. However, it is possible that mail will be inadvertently delivered to someone other than the addressee. It is imperative that employees examine any and all deliveries to ensure they are the correct recipient. In the event an employee receives mail addressed to another individual, this mail shall not be opened and shall be immediately returned to the Mail Services department for correct delivery.

**Mail addressed to a Department, Office, or Division within the College:**

This mail will be delivered to that department using the normal delivery process. All efforts are made to ensure that mail is correctly delivered to the intended recipient in a timely manner. However, it is possible that mail will inadvertently be delivered to someone other than the addressee. It is imperative that employees examine any and all deliveries to ensure they are the correct recipient. In the event an employee receives mail addressed to another individual, this mail shall not be opened and shall be immediately returned to the Mail Services department for correct delivery.

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**Mail addressed to the College with no attention name:**

This mail will be delivered to the Financial Services Department. The mail will be opened to determine the appropriate resolution and delivery.

**Mail addressed to an employee no longer with the college:**

This mail will be delivered to the Financial Services Department. The mail will be opened to determine appropriate resolution and delivery.

**Mail delivered with the addressee unclear:**

At times, there will be mail that is delivered to the college address and the individual/organization is not clear. This mail will be delivered to the Financial Services Department and will be opened to determine the appropriate resolution and delivery.

**Mail addressed to an organization housed on campus other than the College:**

This mail will be held in the mail room for pickup by persons designated by that organization. The organization shall provide Mail Services a list of the authorized individuals for pickup of mail and packages. Photo ID will be required for pick up and a signature log acknowledging receipt of mail.

**Packages**

Financial services approval through the purchase order process is required for all college merchandise and shall be sought prior to initiating any order. Be aware that the packing slips are compared to purchase orders for accuracy and completeness. Any packages that appear to be damaged in shipment will be opened by Mail Services personnel for inspection. All other packages will be delivered to the requesting party. If items are damaged, bring these items to the Mail Services department for return/replacement.

The purchase order (PO) is the legal document authorizing the purchase of and subsequent payment for materials ordered by the college. The PO Number is the control and reference number for all college purchases and is to be entered on all receiving documents, invoices, and inquiries pertaining to items ordered.

Mail Services **will not accept** delivery of any item with postage or shipping **due** upon delivery.

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**Personal Mail Packages**

Mail Services will collect small amounts of outgoing, stamped, personal mail. Mail Services will not be responsible for verifying that appropriate postage is affixed. Under no circumstances will the college incur costs related to personal mail.

Mail services will accept delivery of small amounts of personal packages. Mail services will deliver notification that a personal package is waiting for pick up in the mailroom. If the personal mail package is not retrieved within **3 working days**, it will be returned to the sender. In order for someone other than the addressee to retrieve the package, signed, written permission from the addressee must be provided. Mail services reserves the right to open and inspect any and all packages and mail.

College mail services is not responsible for the loss or damage of personal mail.

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**DOCUMENT HISTORY:**

- 12-16-2009:** Initial approval of regulation FR 3850 College Mail Services.
- 05-18-2012:** Reference to U.S.C.A. 1708 added; Information to be included on interoffice mail added; Specific time references for delivery removed and users directed to see posting of hours at mail room; Specific language added to ensure recipients verify correctness of delivery prior to the opening of delivered mail; Procedures defined for mail delivered to the college addressed to non-college entities housed at the college
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 04-19-2017:** Minor revision to numbering and title FR 3850 College Mail Services to FR 3650 Receiving, due to addition of section number 3600 Property for proper alignment.