



MEMORANDUM

TO: All BOCES Staff
FROM: Kathleen Rochet
DATE: September 2016
SUBJECT: MAIL PROCESSING PROCEDURES

The following procedures apply to the processing of mail and packages through the mailroom. Your assistance in following these procedures will help to avoid delays and problems.

OUTGOING MAIL

- New postal rates went into effect on 4/10/16. Postal rates are based on weight and dimension of material to be mailed. For price breakdowns, contact the mailroom.
- All outgoing mail requires a return address.
- All outgoing mail must be secured with a rubber band and clearly marked in the upper left hand corner with your **departmental charge code number**. If you don't know your charge code number, contact the mailroom.
- Envelopes weighing more than 1 oz. (47 cents) should be taped by hand.
- Envelopes to be sealed should have the flaps upright and open.
- Contents of all mail envelopes need to be below the crease of the envelope flaps in order for them to be processed.
- Do not staple the outside of any envelopes, or use scotch tape where the stamp is to be printed.
- Large manila envelopes should be sealed before coming to the mailroom.
- Large manila envelopes with metal clasps should be sealed with tape over the clasps, in order to process through the machine.
- Manila envelopes to the school districts should be marked either first class or interoffice.
- Mail to the school districts should be addressed with a contact name, school, and district.
- Mail can be certified, but not registered, at the mailroom.
- Certified and international mail should be separated, and clearly identified.
- Express, Priority, and FedEx envelopes can be obtained from the mailroom.

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INTEROFFICE MAIL

- Interoffice envelopes should be addressed to the person, their department, and location.
- Cross out previously used names on interoffice envelopes, in order for mail to reach the correct person.

BULK MAIL

- Bulk mail is a method of sending items in large quantities throughout the United States Postal Service (USPS) at a **significantly reduced rate**. The rate is reduced because BOCES shares in the work of sorting the mail.
- It is the responsibility of the sender to prepare their bulk mail.
- Bulk mail should be used when mailing 200 or more identical pieces of mail through the USPS.
- Bulk mail is required to have the same content and be of the same weight.
- Please check the bulk mail code prior to sending the items.
- All bulk mail postage statements should be submitted to the Business Office upon completion, for permit tracking.
- Please contact the mailroom, or the Yorktown Post Office for information. (Bins and forms are available at the mailroom.)

UPS

- It is the responsibility of the sender to prepare the package:
 - Remove all existing labels.
 - Do not wrap packages with paper or use any string to secure.
 - Securely tape all packages before bringing them to the mailroom.
 - Attach a temporary label to the package. A permanent label will be processed in the mailroom and affixed to the package, for pick up.
 - All addresses should include the business name, contact name, street number, city, state, and zip code.
- Please be aware that there is a proper procedure for returning any items which you have received from vendors. Contact your vendor for specifics.
- There is no personal UPS (or FedEx).

If you have any questions regarding these procedures, please contact Kathy Rochet in the mailroom, at x376.

Thank you for your attention to this matter.