



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: MAILROOM: PROCESSING OF CAMPUS AND OUTGOING MAIL	Code: GG0015
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Policy Reference: N/A

The role of the mailrooms is to provide centralized reception and distribution of official mail throughout the district. In addition, the Milwaukee Campus mailroom is also responsible for keeping current on pertinent U.S. Postal Service rules and regulations and disseminating this information to MATC personnel.

Mailroom Drop Slots

At the Milwaukee Campus there are two drop slots directly to the left of the Mailroom door, Room M284.

"U.S. Mail Only" (Outgoing Mail) is for stamped mail only. This goes directly to the Milwaukee Post Office.

"Milwaukee Campus Interoffice Mail Only" is for interoffice mail for all campuses and outgoing U.S. Mail which requires postage.

Use the "Campus" drop slot only when the mailroom is closed. During regular business hours, please leave all "Campus" mail on the counter.

Outgoing U.S. Mail

The following guidelines are for outgoing U.S. Mail:

1. Flaps should **NOT** be tucked in, but should be in the "closed" position, unsealed.
2. Sealed envelopes containing mail of a sensitive nature must be separated from unsealed mail.
3. Envelopes must all be faced one way and separated by size.
4. All outgoing U.S. mail **must** have the department mail code **above** the return address.
5. Endorsements requesting address correction or return service must be directly **below** the return address.
6. Envelopes heavier than 2 ounces, or larger than a No. 10-size envelope must be sealed by the individual department.
7. When doing mailings which include MATC business reply envelopes, please notify the mailroom in advance.



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8. The mailroom is equipped to process express mail, certified-return receipt mail, and the insuring of packages. Note: The mailroom does not process personal mail or sell stamps. A vending stamp machine is located near Room M275 at the Milwaukee Campus.
9. Outgoing U.S. Mail is delivered from the Milwaukee Campus to the main Post Office at 3:15 p.m. daily.
10. All mail not properly prepared for mailing will be returned to the department of origin.
11. The Post Office will not accept any mail with staples.

Bulk Mailings

There is a significant savings when the bulk permit is used.

The following are guidelines for bulk mailings:

1. The mailroom requires a total piece count (200 pieces minimum) and the department mail code. For mailings of 500 pieces or more, a piece count by zip code is very helpful.
2. All pieces must be identical in content and weight. Any mail personal by nature or handwritten is unacceptable.
3. Each piece must have MATC's permit imprint indicia on each piece in the upper right-hand corner. Preprinted envelopes may be requisitioned through the Bindery. These must be used for bulk mailing **only**.
4. If unsealed, envelopes must be flap down, not tucked in. Do not use rubber bands.
5. The mailing must be in complete zip code order from beginning to end. Examples:

53003 through 53233 for a Wisconsin mailing;
00001 through 99999 for cross country.
6. The bulk indicia stamp and postal mailing trays are available in the mailroom for preparing bulk mailing. It is recommended that dated material be prepared at least 3 weeks in advance.



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7. Bulk mailings must be delivered to the mailroom.
8. The Post Office does not accept any mail that has staples in it. Folded flyers should be taped closed.

Processing of College Announcements

The MATC Mailroom distributes **only** official, districtwide correspondence; i.e., MATC Policies, Administrative Regulations and Procedures, and Administrative Notices. All other campus and intercampus program flyers or promotional pieces are the responsibility of the initiator.

Office of Responsibility: Administrative Services Division - Mailroom