



***Mail as defined for this guide includes USPS as well as interoffice mail**

- Mail is sorted and delivered based on physical location. Some departments within a division will receive their mail in different locations
- Mail will be distributed throughout campus **once a day** (See Delivery Route Sheet for more details)
- Outgoing Mail will be collected at time of delivery
- Outgoing Mail will be taken to the Mail Room for sorting
 - **Outgoing USPS Mail** will be metered and sent out at 3:00pm if collected by **2:00pm**
 - Interoffice mail will be delivered the following day
- ***Time Sensitive Interoffice Mail***
 - ***Please hand-deliver to destination*** to avoid delay
- **Outgoing Mail** can be dropped off at the Mail Room in the Warehouse (4000 building) or through door slot in 1337.
- Mail will be delivered to one contact point in each office/location as indicated on the routing sheet
 - If the contact point is not accessible for any reason and alternate arrangements have not been made, mail will be delivered the following day or can be picked up at the mail Room after 2:30pm
- Adjunct Faculty mail boxes are located behind circulation desk in LLRC
 - Adjunct Faculty who have department mail boxes will receive their mail with department mail and will not have a box in the LLRC

