

# 154 - Procedure for College Mail Services

**Associated Board Policy:** 154.00

**Procedure Owner:** Vice President of Finance and Administration

**Related Procedures:** None

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## I. Procedure Scope and Purpose

This procedure addresses the process for all incoming and outgoing mail services for the main campus. The purpose of this procedure is to ensure that Cowley College employees understand guidelines for mail services and use the most cost effective method.

## II. Definitions

*Request to Mail Form:* Form required for any routine mail over 25 pieces, or for special mailings.

*Presort 1<sup>st</sup> Class Mail:* Mail of a personal nature and not identical in content, must have a minimum of 500 pieces.

*Bulk Mail:* Mail that is identical in content and weight, must have a minimum of 200 pieces.

*First Class Mail:* For standard postcards, letters, large envelopes, and small packages. Items over 13 ounces must be upgraded to priority mail.

*Priority Mail:* For items under 70 pounds mailed within the United States. Typically arrives in 1-3 days.

*Priority Mail Express:* Guaranteed 1 or 2-Day expedited service for any mailable matter.

*Media Mail:* For books, videotapes, DVDs, CDs, printed music and other sound recordings that weigh less than 70 pounds. Can take 2 to 10 days to arrive. May not include any items except media.

*Library Mail:* For libraries, academic institutions, museums, nonprofits and similar organizations to send items up to 70 pounds on loan to one another. Cannot contain advertising or other non-media materials except for a packing slip. Items may take 7 to 10 days to arrive.

*Certified Mail:* Provides proof of mailing via a receipt and delivery confirmation to the sender in the form of a postcard signed by the recipient.

*Registered Mail:* Extra protection for high-value letters and packages. Requires tracked chain of custody throughout transit. Due to required signatures may take 10-14 days to arrive.

### III. Procedure

1. The correct mailing address for the college is as follows:

Cowley College  
125 South 2<sup>nd</sup> Street – PO Box 1147  
Arkansas City, KS 67005-1147

Do not delete any of this address from your correspondence. Another address used at the college is for freight shipments only. It is as follows:

Cowley College  
Shipping and Receiving Department  
221 South 3<sup>rd</sup> Street  
Arkansas City, KS 67005

The US Postal Service recognizes no other street addresses at the college. Building names are for internal use only.

2. The US Postal Service recognizes the College's dormitory addresses for student packages, However, all packages with any Cowley College address are delivered to the Shipping and Receiving building.

All Student packages are signed for by the student at the Shipping and Receiving building. Students are notified by the use of Cowley Packages on Twitter. Alternatively, a message is sent to the student's dorm mail box. The students are made aware of this procedure in student orientation.

3. Incoming mail is distributed to Arkansas City campus department offices when work study is available. Otherwise, mail is put in mailboxes to be picked up in Shipping and Receiving. Large packages and parcels are delivered to offices by mail staff.
4. Outgoing mail may be left in the mailroom where it is metered and dispatched to the post office once daily, at approximately 2:30 p.m. All outgoing mail should be deposited in the mailroom no later than 2:00 p.m. for same day dispatch.
5. When depositing mail in the mailroom in quantities (of 200 pieces or >), mail should be in four separations by zip code. Zip codes beginning with 670, 671, and 672 must be sorted and banded together; all other zip codes should be combined and banded together. This only applies to nonprofit and presort mail. A signed "Request to Mail Form" must be included with the mailing.
6. Packages up to 10 pounds can be weighed and metered in the mailroom. Also, packages weighing up to 100lbs can be weighed on an external scale in the maintenance shop.

Packages to be mailed or merchandise returned will be prepared for mailing by the person who is sending the package. Assistance will be given by the mailroom if requested.


7. Presort 1<sup>st</sup>. Class mailings (minimum 500 pieces): Please contact the mailroom for instructions or assistance in the preparation of this type of mail as there may be opportunities for considerable financial savings for the College.
8. Bulk mail (minimum 200 pieces) is the most cost-effective rate and must be used when possible. Please contact the mailroom for information about requirements and preparation of this type of mailing.
9. The other types of mailing available are 1<sup>st</sup> CLASS, PRIORITY, LIBRARY, and MEDIA. EXPRESS mail service (overnight) is available for emergencies only and must be approved by your supervisor. The Freight and Supplies Specialist will select the appropriate classification for best service and least cost to the College.
10. Stamped personal mail may be deposited in the mailroom for mailing but no personal mail will be processed through the college postal machine. Personal mail must not be addressed from the College.
11. All intercampus and outgoing mail is handled by the designated courier. All sites have a specific location identified for the courier to pick up and deliver items from the main campus. US postal mail, Fed Ex and UPS items are delivered and managed at each outreach site. Deliveries and mail can be sent to the shipping and receiving department at the main campus. Those items are delivered to the outreach sites by the designated courier or the maintenance staff.

#### **IV. Effective Date**

This procedure first became effective: 12/9/2014.

Revised on: 2/18/2020.

#### **V. Signature and title**

This procedure is implemented by: 

Title: Interim Vice President of Finance and Administration