DEPARTMENT MAILING PROCEDURES

Revised 12/16/2010

- 1. Mail Pick Up. Mail is picked up twice a day between 9:30a.m-10a.m. and 12:30p.m-1p.m.
- 2. **Outgoing Mail.** Mail should be prepared, sorted, distributed, and forwarded.
 - a. Outgoing mail should be checked for the proper return address, zip code, and budget number (mail card).
 - b. Outgoing mail is sorted in 2 categories; domestic and foreign.
 - c. A <u>Department Mail Card</u> must be completed and attached to each bundle of mail. A copy of the card must be made and kept in the Mail Log folder as documentation for the monthly postal charges reconciliation (see section below for reconciliation procedures).
 - d. Following are the Department Mail Cards. The cards are to be maintained in a location at the front desk that is only accessible to the front desk staff and management.
 - e. Reconciling the Monthly Postal Chargebacks.
 - a. Obtain the Postage Chargebacks report from http://www.uh.edu/pp/pages/chargeBks.htm .
 - b. Reconcile the Postal Chargeback report to the Department Mail Log.
 - c. Investigate/report any discrepancies to Printing and Postal Services.
 - d. Once reconciled, notify the reconciler of each cost center that the postal chargeback report has been reconciled and provide them with a copy of the Chargeback Report for their monthly reconciliation of the cost center.
 - e. Scan and save the Mail Log and Department cards as one document for the given month. Save to ChemAdmin/ChemScanFinancial/MailCards. The hard copies can then be discarded.

- 3. <u>Incoming mail</u> should be distributed to the mailboxes. (Please put mail in the box above the name) If the person is not in this department, look in UH directory to see if the person is in another department and forward mail to that department. If the person is not with the university, return to sender.
- 4. The **Walk Box** is used for mail delivery to the Dean's office, E. Cullen, HR, and various other offices on campus.
 - a. The mail is done twice a day, once in the morning (11a.m.) and once in the afternoon (3-4).
 - b. The walk must be done everyday whether we have mail to be delivered or not.

5. Mail Handling During Holiday Breaks.

- It is customary during the Christmas holiday break for the Department to schedule someone (normally front desk coordinator, if available) to pick up mail from UH Postal Services and distribute to department mailboxes.
- Notify faculty/staff of the department schedule for mail pick up and distribution.
- UH Postal Services publishes their holiday break schedule in advance to allow departments to make arrangements, if necessary, to pick up the mail during scheduled times.