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Name:	Postal Services – Internal Mail
Policy Number:	2-5002
Origin:	Financial Services
Approved:	1 March 1993
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Procurement Services
Effective Date	1 September 2007
Revision Date(s):	1 April 1994 1 September 2007

Slots for depositing internal mail are located in the hallway of McNally Main basement, just outside of Postal Services.

General distribution memorandums to departments (e.g.: To: All Staff) will be processed by Postal Services staff without an inter-office envelope by using an estimated number of staff for each department. If the distribution must be an exact number to each department, the memo must be stuffed into inter-office envelopes and addressed by the sending department.

The internal mail system is not to be used for communications of a personal nature such as chain letters, product sales and advertising material, etc. The system will not be used to distribute solicitous commercial mail, not specifically relevant to the University.

Inter-office envelopes are recycled through Postal Services; departments with surplus quantities can return the envelopes to Postal Services for re-distribution.