



One University. One World. Yours.

Name:	Postal Services – Incoming Mail
Policy Number:	2-5003
Origin:	Financial Services
Approved:	1 April 1992
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Procurement Services
Effective Date	1 September 2007
Revision Date(s):	1 March 1993 1 September 2007

Departments should advise Postal Services of new staff as soon as possible to ensure efficient processing.

Canada Post delivers mail once each day at approximately 7:30 a.m. Normally, this mail will be sorted and in the bins by 9:00 a.m. In the event that mail is dropped off late or the volume is extremely heavy, any unsorted mail from 9:00 a.m. will be available by no later than 1:00 p.m.

Incoming mail requiring a signature as proof of delivery (Registered, Xpresspost or Xpedited) will be held in Postal Services. Departments will receive notification in their mail bin and can sign for the material at the Postal Services door.