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Name:	Postal Services – Personal Mail
Policy Number:	2-5007
Origin:	Financial Services
Approved:	1 April 1992
Issuing Authority:	Senior Director, Financial Services
Responsibility:	Manager, Procurement Services
Effective Date	1 January 2013
Revision Date(s):	1 March 1993, 1 September 2007, 1 January 2013

The Mail Room will process pre-stamped personal mail that is deposited in the external mail slot, located on the main corridor of the basement level of the McNally Building. Where personal mail is deposited without postage and a return address is missing, it will be opened in order to ascertain a point of origin and returned to sender.

The Mail Room does not process incoming mail of a personal nature, especially international shipments that incur duty and fees.