



Cerritos College

Purchasing Department

Phone: 562-860-2451 Fax: 562-467-5020

www.cerritos.edu/purchasing

MEMO TO: Faculty & Staff
FROM: Mark B. Logan, Director of Purchasing
DATE: January 7, 2014
SUBJECT: Mail Room Procedures

In order to streamline and improve business operations in the mail room we will be implementing new procedures for sending outgoing and interoffice mail. Below are the new procedures that we are asking you to follow.

- *When sending outgoing mail*
 - Your Department name must be **clearly** written/printed under the return address on the envelope, and the correspondence must be properly addressed (including the ZIP code) to ensure timeliness of processing. Pieces of mail that do not have a complete return address will be returned to the sender.
- *When using interoffice mail envelopes*
 - Interoffice envelopes should be addressed **legibly**. Please address the envelope using the first name (or initial), last name, and Department/Division name of the person you are addressing the envelope to.
 - Alternately, you may also print an Interoffice Delivery Cover Page, which is located on the Purchasing Department website in the Forms area. Please tape this cover page securely to the interoffice mail envelope and fill in the required information. Refer to the attached "*Sending and Receiving Interoffice Mail*" document for additional information.
 - Interoffice Delivery Cover Page: <http://cms.cerritos.edu/purchasing/purchasing-forms.htm>
- *When not using interoffice mail envelopes*
 - A supply of interoffice mail envelopes are available in the mailroom for your use. They are located on the small table in the central mailbox area. Please make sure these are addressed **legibly** and that they include the first name (or initial), last name and Department/Division name of the person the item is addressed to.
 - Alternately, you may also print out the Interoffice Mail Routing Slip, fill out the required information, and attach it to the document you wish to place in Interoffice Mail.
 - Interoffice Mail Routing Slip: <http://cms.cerritos.edu/purchasing/purchasing-forms.htm>

If you have any questions you may contact Ivette Blanchard at ext. 2201, Stephanie Barlow at ext. 2243, or stop by the Mail Room. Thank you for your cooperation.

Cerritos College Purchasing Department

Sending and Receiving Interoffice Mail

To ensure interoffice mail is processed and delivered efficiently, the following procedures have been implemented.

1) When using Interoffice Delivery Envelopes

- a) Make sure the previously addressed lines are crossed out.
- b) Print clearly in the spaces provided.

DATE	DELIVER TO	DEPARTMENT	SENT BY	DEPARTMENT

Where:

- Date = Today's date
- Deliver To = Name of Recipient
- Department = Department (or office) of Recipient
- Sent By = Name of Sender
- Department = Department (or office) of Sender

Example:

DATE	DELIVER TO	DEPARTMENT	SENT BY	DEPARTMENT
1/07/14	Mark Logan	Purchasing	Ivette Blanchard	Communication Center

2) When using Interoffice Delivery Slips

- a) Make sure to use a new slip each time.
- b) Print clearly in the spaces provided.

Example:

To: Mark Logan	Date: 1/07/2014
From: Ivette Blanchard	Department: Purchasing
Comments: additional information necessary for delivery	Department: Communication Center

Where:

- To = Name of Recipient
- From = Name of Sender
- Date = Today's date
- Department = Department (or office) of Recipient
- Department = Department (or office) of Sender