



# Mailroom and Shipping & Receiving Process

## Mailroom

Interoffice and outgoing mail should be placed in the bin/basket located in your Department/office. Mailroom staff picks up mail between 10:30am and 11:30am daily. Staff makes a second stop at Admissions and at the Business Office at 2:15pm each day, to pick up last minute/time sensitive mail.

Mailroom staff will not handle personal mail, of any type, even if it is stamped.

## **Payment**

Regular domestic mail of all types, certified mail, registered mail and bulk mail are charged to the **general College mailroom account**.

Overnight express mail is **charged back to the sending Department**.

## Shipping & Receiving

Departments should complete this [form](#) if they wish to send a package via UPS or Fed Ex. The form must be completed, in its entirety, and submitted electronically to Henry Gaspe (hagaspe@esf.edu). Upon receipt of the form, Shipping & Receiving will be able to give a high end estimate of the shipping cost. The College will know the exact charge once a bill is received from the carrier. Shipping & Receiving staff will not handle any personal packages.

Contact Kyle Merriam (kmerrim@esf.edu) if you would like to send USPS Overnight Express mail or mail to a PO Box.

## **Payment**

Any standard/ground shipment is charged to the **general College Shipping & Receiving account**.

Next day air, next day air early, two day, international and second day shipping are **charged back to the sending Department**

Questions? Comments?

Contact Linda Bacon (x6922 or lbacon@esf.edu)