

MEMORANDUM

TO: DEPARTMENT SECRETARIES

FROM: MAIL ROOM

RE: MAIL ISSUES

DATE: OCTOBER 24, 2007

Just a reminder regarding mail preparation, all mail leaving the campus community needs a return address on each piece. This would include your department name and or function number. Failure to comply will result in your mail being returned.

When you move on campus to a new department, you must contact Human Resources to update your on campus address to ensure timely delivery of your mail.

If you have any questions or concerns regarding this, please feel free to contact Gary Jones.

