



FLETCHER TECHNICAL COMMUNITY COLLEGE
Policy # FI 5.011

Incoming and Outgoing Mail

Authority: Fletcher Finance & Administration

Effective Date: 07/22/2004

Last Revision: 11/30/2020

PURPOSE:

To state the procedure of L.E. Fletcher Technical Community College governing incoming and outgoing mail.

POLICY STATEMENT:

POLICY/PROCEDURE:

1. The appropriate Business Office personnel will open and date stamp all incoming mail with the following exceptions:
 - a. identifiable transcripts forwarded from other institutions
 - b. items marked as confidential
 - c. items marked as a "sealed bid"
 - d. mail addressed to the Chancellor
 - e. items addressed to Fletcher College Foundation.
2. All invoices related to purchase orders will be forwarded to the Purchasing Manager to be matched to the appropriate requisition or purchase order. Other invoices will be forwarded to the Accounting Specialist II for processing.
3. All checks received in the mail will be recorded in the Daily Check Log by the employee opening the mail. The checks and the daily check log will be forwarded to the Accounting Specialist II for deposit.
4. Tuition payments received via the mail will be receipted and processed according to Fletcher's cash handling procedures.
5. The appropriate Business Office personnel will distribute all incoming mail in staff's mailboxes. If mail is too large to be placed in the staff mailbox or requires a signature of receipt, an email will be sent to the recipient to pick up their package from the Business Office.

6. Each department will apply postage to all outgoing mail as necessary using their designated postage code to log in. All outgoing mail is to be placed in Fletcher's outside mail box receptacle at the Schriever campus for pickup.
7. The appropriate Business Office personnel will request a check to Pitney Bowes when postage is needed. After sufficient time for Pitney Bowes receive the funds, the appropriate personnel will download the funds to the meter.

Reference:

Distribution: Distributed Electronically via College's Internet.

APPROVAL:

Reviewing Council/Entity	Approval Date
Other (if applicable)	00/00/0000
College Council	00/00/0000
Executive Cabinet	00/00/0000


 Kristine Strickland (Apr 16, 2021 13:38 CDT)

Kristine Strickland, Ph.D.
 Chancellor

Apr 16, 2021

Date