**Mail Service Policy**

Faculty mail boxes are located in the Administrative Building. U.S. Postal Service mail along with official interoffice correspondence will be placed in the assigned box. Outgoing mail must be deposited at the business office before 3:00 p.m. daily. Please note on the return address of the envelope the department from which the mail is sent.

*Drafted on: Source: 2014-2015 Faculty Handbook, section 7.07.3  
Policy Revised:*