



Coastal Bend COLLEGE

Mail/Package Procedures

Receiving packages:

- **Package recipients are responsible for picking up their own packages within 2 business days of notification. Packages not picked up within that time will be reported to the respective supervisor.**
- Make sure your packages have your department name or your name as well as CBC.
- Maintenance will no longer deliver packages effective August 2015. Hand trucks and carts are available through Gateway Printing.
- Please make sure you pick up your packages in a timely manner. We have limited space and are unable to store your shipments.
- You will be notified via email and a slip in your mailbox.
- Please do not have personal packages sent to CBC for delivery.
- When placing an order for a site (AL-KV-PL), please have those packages sent directly to those sites.

To send mail:

- When sending mail, please make sure your department name is listed under the CBC return address.
- If mail is unsealed, make sure the flaps are down.
- Please **do not** mix sealed mail with unsealed mail. This jams the postage machine!
- UPS & FEDEX shipments are to be packaged by sender and are sent via ground. Departments are charged to send overnight. Cut off time is 2:00 p.m.
- Cut off time for outgoing mail is 2:00 p.m.
- Intercampus mail to the off sites is mailed every Tuesday & Friday morning by 9:00.
- Certified/Return Receipt documents are prepared by the mail room staff and receipt copies and cards are returned to the sender.

When checking mail:

- A key is needed in order to gain access to mail inside of your/your department's mailbox. Please do not ask the clerk to check your mail box.



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The Mail Room does:

- Provide supporting documentation forms for select USPS services.
- Determine weight and shape dimension of mail and calculate postage.
- Track USPS correspondence.
- Sort and route incoming mail to correct mailbox address.
- Process international mail.
- Assign metered postage for all outgoing CBC mail (envelopes and parcels).
- Transport a limited volume of CBC business-related mail directly to the Beeville US Post Office.

The Mail Room does **NOT**:

- Sell postage (stamped or metered) for any kind for personal use.
- Provide packaging materials.