

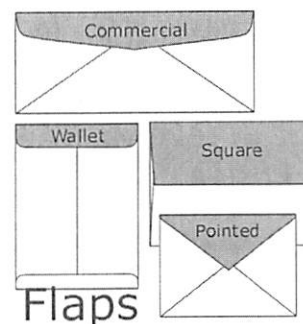
TO: All Administrators
FROM: Tom Bollinger – Purchasing Supervisor
SUBJECT: District Mail Service Guidelines

In order to ensure all mail is processed as efficiently and as quickly as possible, please inform your staff of the following guidelines below when sending mail to the District Office for processing. We realize there may be exceptions and we will do our best to accommodate any school or site based on the needs of the District. Time sensitive mail will be handled as such. **Following these guidelines will help to ensure that your mail can be processed in a timely manner. Any mailing that is not prepared properly according to these guidelines will be left at your school or site.**

If after reading this document, you have any questions; please contact your Mail Delivery Driver, Mike Dixon at 510-376-1996 or Tom Bollinger in Purchasing at 644-8900.

DISTRICT MAIL PREPARATION PROCESS

- 1. DO: Please notify Purchasing 3 to 5 working days in advance**, if your office is planning on sending out a large amount of mail (letters (300+) or boxes) so we can properly accommodate your pick-up.
- 2. DO: Get prior overtime approval for large or last minute mail jobs that require overtime.** Your department/site/school will be charged if overtime is required for a very large or last minute mail job. If overtime is necessary, please send an email to the Deputy Superintendent or the Superintendent requesting approval and cc VivianFerguson@berkeley.net. Provide your budget code to pay for this overtime. Please forward your approved overtime email to Tom Bollinger.
- 3. DO: Use 'Commercial' flap envelopes.** 'Pointed' flap envelopes will jam in the metering machine. You can also use 'Wallet' or 'Square' flaps. If you have existing stock of 'Pointed' flap envelopes that you want to use up - you must seal the envelopes before you send them to the mailroom. Please have all flaps folded down individually for ALL ENVELOPES. If you are using the self-adhesive envelopes, you must first seal the flaps before sending them to the mailroom to have postage applied.
- 4. DO: Separate SEALED and UNSEALED envelopes.** Do not co-mingle sealed and unsealed envelopes. Our postage machine tears open sealed envelopes when it is sealing mode and creates jams.
- 5. DO: Bundle large mailing for easier processing. Place a rubber band around envelopes in groups of 25 (School sites).** Make sure all banded envelopes and postcards are the same size and are all facing the same direction.



6. **DO: Make sure all your envelopes have your return address.** If there is no return address, the Post Office will "dead file" your mail. Please be sure to identify your **site** or **dept.** so that postage is charged to the appropriate department.
7. **DO: Make sure all envelopes have complete legible addresses.** If you are using address labels, make sure the labels are affixed smoothly otherwise the envelopes get stuck together causing our machine to jam.
8. **DO: Put all mail in envelopes** with the exception of post cards. Flyers should also be put into envelopes and properly addressed to prevent our machine from jamming.
9. **DO: Make sure all personal mail is stamped.** Any unstamped personal mail will be returned to your site. **If there is no return address, it will be discarded.** Personal mail is picked up as a courtesy to employees only. We are not responsible for personal mail.
10. **DO: Make sure you complete all forms correctly and attach properly for special handling items.** (i.e. Express, Priority or Certified (return receipt requested)). Please make sure you are attaching the certified mail on the left side of the envelope. Do not put it where the postage is applied. Any international mail that qualifies as a parcel must have customs papers attached.
11. **DO: Identify mail for the Alameda County Office of Education** by putting a "sticky" on it. The County carrier picks this mail up from the Business Office and it does not require postage.
12. **DO: Make sure internal department mail is clearly and completely addressed.** When addressing mail to a school or District Site, include complete name and the School or Department for both "TO" and "FROM". Example:

DATE	DELIVER TO	DEPARTMENT	SENT BY	DEPARTMENT
10/1	Tom Bollinger	Purchasing	Rhonda Jefferson	BHS

13. **DON'T: Overstuff your envelopes.** Remember, "Fat" envelopes will not run through the machine and require manually handling. When in doubt, use the next size up envelope. If your envelope will not completely close, then your envelope is too small for your mailing contents.
14. **DON'T: Purchase stamps for your outgoing mail from the U.S. Post Office.** All District mail should be metered by the District. Requests for U.S. Postage stamps will not be processed by the Purchasing Department. Please do not purchase stamps using your personal funds or petty cash, as this will not be a reimbursable expense without prior approval from the Deputy Superintendent.
15. **DON'T: Mix internal department/school mail with outgoing U.S. Postal mail.**
16. **Any** mail that cannot be processed for any reason will be left with the receptionist at the District Office. They will make every attempt to resolve the issue in order to process the mail otherwise it will be kept as a "**dead file**".