

- I. College mail is picked up at the U.S. Post Office daily and processed through the mailroom located in McWherter Building, Room 120. Out-going mail should be in the mailroom by 3:00 p.m. for delivery to the U.S. Post Office.
- II. The mailroom staff will process all out-going mail for the College. Processing includes sealing letters, putting on the required postage, and delivering to the post office.
- III. A Postal Charge Form (#182059) must be attached to all out-going mail. Forms are available in the mailroom.
- IV. Departmental and office mailboxes are located on the Hardin Valley Campus in McWherter Building, Room 120. A delivery is made each day to Division Street Campus, Blount County Campus, Magnolia Avenue Campus, Strawberry Plains Campus and the Tennessee College of Applied Technology. A delivery is made twice weekly to the Small Business Development Center in downtown Knoxville. The mail carrier leaves the Hardin Valley Campus each day at 8:30 a.m.
- V. Pellissippi State will not provide postage for personal mail nor receive personal mail.
- VI. When addressing inter-campus mail, provide receiver's name, department and campus location.

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Approved: Executive Council, March 4, 1991

Editorial Changes, May 4, 1993

Approved: President Allen G. Edwards, October 10, 2001

Reviewed: President's Staff, December 11, 2006

Approved: President Allen G. Edwards, December 11, 2006

Editorial Change, October 10, 2008

Reviewed/Recommended, President's Council, November 25, 2013

Approved: President L. Anthony Wise, Jr. November 25, 2013