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.

Approved: Executive Council, March 4, 1991
Editorial Changes, May 4, 1993
Approved: President Allen G. Edwards, October 10, 2001
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