

MAIL ROOM SERVICES

Contact: Cindy Paymard 760.752.1232

Hours: 7:30 a.m. to 4:00 p.m.

COUNTY MAIL

County mail is any mailing of documents between San Marcos Unified School District and other school districts located *within* San Diego County.

County mail is processed through the San Diego County Office of Education (SDCOE). The SDCOE mail truck delivers and picks up mail from the District's Mail Room Services Department every Tuesday, Wednesday and Friday.

County Mail Reminders

- Write "**COUNTY MAIL**" in large block letters across the top of the envelope. The Mail Room will then be alerted to place the envelope in the County Mail bag *instead* of affixing postage to the envelope and mailing it.
- Temecula schools are located in Riverside County so envelopes would NOT be sent via County mail.
- A return address and Department name must be included in the upper left corner, on the front of all envelopes.

Sample Envelope

SAN MARCOS UNIFIED SCHOOL DISTRICT
PURCHASING DEPARTMENT
255 PICO AVENUE, SUITE 250
SAN MARCOS, CA 92069

COUNTY MAIL

VISTA UNIFIED SCHOOL DISTRICT
ATTN: SUSIE SMITH
1234 ARCADIA AVENUE
VISTA, CA 92084