MAIL ROOM SERVICES

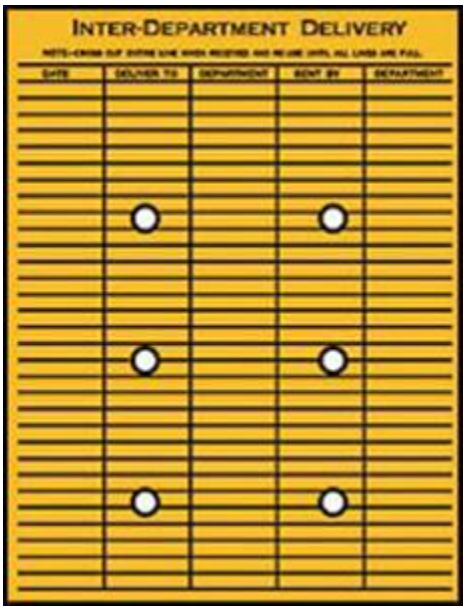
Contact: Cindy Paymard 760.752.1232 Hours: 7:30 a.m. to 4:00 p.m.

INTEROFFICE MAIL

Interoffice mail is any mailing of documents between school sites or departments *within* San Marcos Unified School District (SMUSD).

Interoffice mail is processed through each site's mail room as well as through the District's Mail Room Services Department. The SMUSD mail truck delivers and picks up interoffice mail from each school site and the District Office Monday through Friday, excluding holidays.

Interoffice Mail Reminders

- Use only designated interoffice envelopes (see sample below).
- Never use white mailing envelopes as they can be confused with envelopes that need to receive postage.
- Separate Interoffice envelopes from letters/envelopes that need to receive postage.
- Address an Interoffice envelope as follows:
  - Write the current date in the "DATE" column.
  - Write the recipient's name in the "DELIVER TO" column.
  - Write the recipient's site/department in the first "DEPARTMENT" column.
  - Write the sender's name in the "SENT BY" column.
  - Write the sender's site/department in the last "DEPARTMENT" column.
- All interoffice mail not properly addressed will be returned to the sender, if known.
- Recycled interoffice envelopes may be obtained from the District's Mail Room Services Department.

Sample Interoffice Envelope