

# School District of Lancaster Mail Procedures

**U.S. Mail – Requires Postage**

- Mailroom Systems processes all mail to be metered (postage) for the district (no metering/postage services in the district).
  - **Mailroom Systems will seal your envelopes if you leave them flap up**
  - **Mailroom Systems will fold and insert your large mailings at no extra cost (they will insert up to 3 items in an envelope at no extra cost)**
- Mail must be addressed and placed in appropriate envelope per U.S. Postal regulations (see [usps.com](https://usps.com) for instructions).
- Stacks of envelopes or large mailings should be rubber banded together into bundles for easy handling.
- All mail to be posted will be picked up the District Courier during daily route and delivered to Scheffey – Warehouse.
- Mailroom Systems will pick up all mail to be processed daily. Mail that arrives in the Office of Facilities by 1:00 p.m. will be picked up same day. (Remember that our mail goes to Mailroom Systems first, which takes 1 business day to process and then it is delivered the next day to the U.S. Post Office).
- Bulk Mail (over 200 pieces of same information) to be done as part of a large PRINTING PROJECT (where a vendor is printing your materials and then mailing them for you) should be arranged with an external vendor for processing and mailing. Several local vendors provide these services.
- Special Mailing Instructions Form must be completed and attached to your sample mailing for the following:
  - All mail to be charged to grant accounts
  - Mail to be processed as a non-profit bulk mailing (NOT associated with a printing project as described above)
  - All international mail
  - Special services such as folding, inserting, etc.
- No personal mail will be processed or delivered by the District Courier.
- All manila envelopes (flats) must be sealed when they come to the mailroom.
- Any questions regarding the mail should be directed to the Office of Facilities or to the Assistant Director of Business Operations.
- Please see Postage/Mailings Tip Sheet for additional help.

### Inter-Office Mail

- All mail must have full recipient address. This includes building, department and recipient's name.
- Interdepartmental envelope with 5 columns (warehouse item #300026) should be used.

[illegible]

**I.U. #13 Mail**

- All mail to another I.U. #13 location:
  - Must have full recipient address. This includes district, site, department, recipient name.
  - Mail must be placed in outgoing mail bin located in each building.
  - Mail will be picked up for delivery according to the I.U. #13 courier schedule.