



SUNY Orange Policy Manual

Policy Number	Policy Title
BP4.10	Campus Mailings

Only items pertaining to College business may be sent through the campus mail system. Personal items should not be sent or received through the campus mail system. Employees should inform individual and entities to whom they send and receive mail of the College's policy prohibiting sending items not related to College business through the campus mail system.

Items sent through the campus mail must either be individually addressed, or bundled and labeled by department. Items sent by off-campus groups or businesses must be sent to the campus through the U.S. Postal Service or another authorized courier service.