

Mail Services

U.S. MAIL:

Athens Campus: The mail is picked up each morning by Athens Bookstore staff from the Athens Post Office, then sorted and placed in departmental mailboxes in the Athens Bookstore mailroom for pickup by departmental personnel. Outgoing mail is picked up each afternoon from designated campus locations by Athens Bookstore staff and taken to the Athens Bookstore for metering and stamping, then taken by the Athens Bookstore staff to the Post Office each afternoon.

Kaufman Health Science Center: The mail is delivered by the Kaufman Post Office to a mailbox located at the Kaufman campus. Building Services staff brings it in to office staff to be sorted and placed in departmental mailboxes in the main office of the building. Outgoing mail is metered and stamped, then taken to the mailbox located next to the campus at the hospital in Kaufman throughout the day by various office staff. If the item is too large for a mailbox, office staff will take it to the post office in Kaufman.

Palestine Campus: The mail is delivered to and picked up each morning by the Provost or Building Services staff at approximately 11:00 a.m. from the Palestine Post Office then sorted and placed in the appropriate mailboxes in workroom A120 for pickup by employees. Outgoing mail is collected in the Palestine Business Office workroom for metering and stamping, and then taken to the Post Office.

Palestine Workforce Education Center: The Administrative Assistant for Palestine Workforce Education Center picks up the mail from the Palestine Campus on Monday and Thursday afternoons. The interdepartmental mail is also picked up or delivered at this time. The Administrative Assistant distributes the mail to staff located at the Palestine Workforce Education Center. Outgoing mail is stamped and then taken to the Post Office by the Administrative Assistant.

Athens Small Business Development Center: The mail is picked up by the Administrative Assistant from the departmental mailbox located in the Athens Campus Bookstore two to three times per week. The Administrative Assistant distributes the mail to staff located at the Small Business Development Center office. Outgoing mail and interdepartmental mail is given to the Administrative Assistant who then delivers it to the Athens Bookstore for distribution or metering and stamping on an as needed basis.

Tennessee Colony, Correctional Education Administrative Office: The mail is picked up by Correctional Education administrative office staff from the Tennessee Colony Post Office

each morning, then sorted and placed in employee mailboxes in the administrative office for pickup by employees. Outgoing mail is taken to the administrative office by employees. It is held in the administrative office for pickup by the Athens Bookstore on Monday and Thursday afternoons for metering and stamping. Athens Bookstore staff takes it to the Athens Post Office the next day.

Terrell Campus: The mail is delivered to the Terrell Business Office every afternoon by the Post Office. The mail is sorted and placed in mailboxes or delivered to each individual by the Business Office staff. Outgoing mail is picked up at the same time as delivery. The Business Office staff meters and stamps the mail. Any item that needs special attention is taken to the Post Office by the Business Office staff.

INTERCAMPUS MAIL:

Intercampus mail is delivered to and picked up from the following TVCC locations by the Athens Bookstore staff twice a week on the following schedule, with expedited delivery available if necessary by contacting the Athens Bookstore at x6203.

- **Kaufman Health Science Center** - Tuesday and Thursday mornings
- **Palestine Campus** - Monday and Thursday afternoons
- **Tennessee Colony, Correctional Education Administrative Office** – Monday and Thursday afternoons
- **Terrell Campus** - Tuesday and Thursday mornings