

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

MAIL PROCEDURE

CASH RECEIVED BY MAIL

1. Whenever and wherever possible, all monies (except ticket sales by mail which are handled under separate Procedure 5010.9), and CEPD (Continuing Education and Professional Development) checks which are handled by the Registration Office sent to the College by mail will be directed to the Cashier's Office. This may be accomplished by special envelopes or by specific directions; e.g., "Cashier's Office" as the addressee.
2. This mail will be opened and receipted by the Cashier's Office.
3. It is recognized that at times monies may be mailed to other offices on campus. In such cases, it shall be the responsibility of the individual receiving such monies to immediately turn them over to the Cashier's Office.
4. In the event that the Cashier's Office determines that an abnormal amount of money is being received by mail in departments, offices, or by an individual outside the cashiering function, he/she shall recommend to the Controller and Director of Finance that this practice be reviewed and determine whether an alternative means should be implemented.
5. The Controller and Director of Finance and the Cashier's Office shall work cooperatively with each office, department, or individual to determine methods to adequately safeguard and efficiently handle monies received by mail.

MAIL HANDLING

1. All mail will be processed at the Receiving Dock.
2. A monthly recap of postage used will be prepared for posting to the accounting records.
3. Under normal conditions there will be one delivery each day.

4. Shipping/Receiving personnel will make deliveries to off-campus centers as appropriate.

MAIL DISTRIBUTION

1. Any items distributed through the College campus mailboxes must be in the public interest and the best interest of the College.
2. All items distributed through the mailboxes must indicate the name or office of the originator.

Revised—Cabinet
March 20, 1989
Retyped—Title Change
January 19, 1996
Reviewed—Cabinet
May 30, 1996
Revised—Cabinet
February 5, 2002
Retyped—Title Change
September 29, 2004
Reviewed—VP and CFO
August 1, 2019