

Berkeley

PUBLIC SCHOOLS

Berkeley Unified School District

TO: All Administrators
FROM: Tom Bollinger – Purchasing Supervisor
SUBJECT: District Mail Service Guidelines

To inform you, in order that mail is processed as efficiently and as quickly as possible, please

staff of the following:

6. **DO: Make sure all your envelopes have your return address.** If there is no return address, the Post Office will "dead file" your mail. Please be sure to identify your **site** or **dept.** so that postage is charged to the appropriate department.

7. **DO: Make sure all envelopes have complete legible addresses.** If you are using address

labels, make sure the labels are affixed smoothly otherwise the envelopes get stuck together

causing our machine to jam