

Approval Date: December 20, 2004
Parent Policy: [Supply of Goods and Services Policy](#)

Mail Distribution Procedure

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| Office of Administrative Responsibility: | Supply Management Services |
| Approver: | Director, Supply Management Services |
| Scope: | Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B). |

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| Contact for questions about this procedure: | SMS Dispatcher 780-492-4122 dispatcher@ualberta.ca |
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Overview

Distribution Operations receives in excess of 10,000 pieces of mail from Canada Post and in excess of 4,000 pieces of campus mail each day. The mail is accumulated within the Materials Management Building, sorted by room number, building and department and distributed daily to each department/ faculty. The mail from Canada Post is delivered each morning by them and the campus mail is picked up on campus when other mail is being delivered. All mail is sorted for delivery to campus the same day that it arrives and is moved out to departments on the next available scheduled mail run.

Purpose

To provide a central mail distribution facility that can process large amounts of mail in limited amounts of time

To provide an internal correspondence system that effectively moves **interdepartmental envelopes** from one location to another

To provide a central delivery system that can effectively move Canada Post and interdepartmental mail out to campus in a timely fashion

To provide a central delivery system that can access all departments, faculties and locations each working day of the year

PROCEDURE

1. CANADA POST MAIL

If you are providing information to individuals that will be addressing mail to the University of Alberta request that they provide the following information on the envelope or correspondence:

Delivery Address should read:

University of Alberta
Department Name

Building Room and Number
Attention: Contact Person
116 St and 85 Ave
Edmonton, Alberta T6G 2R3

Mail arriving from Canada Post will take 3 – 5 days to arrive if it is coming from an address within Canada. Outside of Canada will take up to six weeks.

2. INTERDEPARTMENTAL MAIL

To access the interdepartmental mail service you must acquire a campus envelope from your main office. They are also available centrally by contacting the dispatch office at 492-4122 at a cost of \$.05/ envelope. Each envelope has space available to provide a complete name of the person that you are addressing the envelope to and space for department. We require the addressing to appear as follows:

John Doe English - 3-5 Humanities Centers

Envelopes that do not have proper addressing on them are undeliverable and will either be retained centrally within Distribution Operations or opened and returned to the sender. Distribution Operations only delivers mail to main offices on campus, there is not delivery to all room numbers in each building. Please address your mail to these locations only. A listing of all mail stops is available on the Supply Management Services Website.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

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| Interdepartmental Envelope | An envelope that is provided centrally to the entire campus to send correspondence from one department to another. These envelopes are available in one size only and are used multiple times. |
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FORMS

There are no forms for this procedure. [[▲Top](#)]

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

[Canada Post](#) (Canada Post)

[Supply Management Services](#) (University of Alberta)