

Rose-Hulman Institute of Technology FACILITIES OPERATIONS	Facilities Operations Administrative Standard Operating Procedures Manual SOP: Mail Processing/Student Employees
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1.0 Purpose

- 1.1 Rose-Hulman Institute of Technology's Facilities Operations Administrative Unit established documented procedures for mail distribution to ensure timely and accurate processing reflecting professional business practices.

2.0 Associated Documents

- 2.1 Organizational Chart

3.0 Procedure

- 3.1 Student employees will sort mail daily from the tote in the hallway into the appropriate mail slot.
- 3.2 If large quantities of a particular mailing is received, if enough, distribute quantities to ensure each supervisor has the appropriate amount one per staff member.
- 3.3 If a limited quantity of a particular mailing is received distribute quantities one per supervisor.