	Policy No.	Replaces	Policy
	E. 406	ARM 1081	Executive
	Policy Name		
SUPPORT SERVICES - CAPCARD CENTRE - MAIL SERVICES			
Approved by	Responsibility		Category
Executive	VP, Finance 7 Administration		Health, Safety & Environment
Date Issued	Date Revised	Revision	Related Policies, Reference
April 6, 2005	Aug. 13, 2008	2	

PURPOSE

This policy is intended to inform employees of the standards regarding the provision of the following college-wide services:

- Mail Services
- CapCard Centre (Photo ID Cards)


POLICY

MAIL ROOM

1. All University mail (exclusive of couriers), both incoming and outgoing, must be processed through Mail Services.
2. Mail Services provides a centralized mailroom to process mail for all University departments to ensure the efficient, cost effective, consistent handling, and the metering, safety and security of distribution of all University mail.
3. Mail Services is responsible for ensuring compliance and adherence to Canada Post standards for all outgoing mail.
4. Personal mail may be handled by Mail Services, but only in single envelope quantities with pre-affixed postage. Personal mail without postage will be rejected.

CAPCARD CENTRE (PHOTO ID)

1. The CapCard Centre provides the only official student and employee University photo identification to ensure standardization, consistency of design and security.
2. Photo Identification Cards provided by the CapCard Centre can be used for registration, building access, library services, security etc.
3. Photo Identification Cards must not be defaced or modified in any way.
4. Any form of official University identification shall not be created by departments other than the CapCard Centre.

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POLICY MANAGEMENT

The Director, Contract Services and Capital Planning is responsible for policy management.