ADMINISTRATION BUILDING MAILROOM GUIDELINES

U S MAIL

Please seal and separate envelopes. Do not staple envelopes. Fold contents to fit envelope and flatten to release any trapped air before sealing. Envelopes with clasps may require additional postage. Remove clasp, or seal and tape flap over clasp as exposed clasps will damage postage machine.

Do not use recycled inter-office envelopes for U S Mail. Envelopes imprinted with the district permit number are restricted for bulk mail-outs and must be processed through the post office. **Please include school or department in return address information.**

The postage machine can process envelopes up to ¼" thick. For envelopes thicker than ¼", you may provide empty envelopes with a sample of the contents. We will return your envelopes affixed with proper postage for further processing. Post cards must be 5" to 6" long, 3-1/2" to 4-1/4" high, and minimum .016 inch thick.

Folded circulars, pamphlets, etc. cannot be processed through the postage machine, and must be hand stamped, or processed as bulk mail if possible. Packages weighing over 30 lbs should be processed through the post office or private carrier.

Certified Mail information must first be entered into
http://sendsuite01/sendsuite%20Live/Login.aspx.
You must have a pre-printed certified mail label before starting the process. Labels can be obtained from the mailroom at the Administration Building or any post office. Once you have completed the process your mail can be sent to the mailroom for mailing. Should you need further assistance, please contact Eliana Pena at 713.740.0887.

Express Mail envelopes and mailing forms can be obtained from the mailroom.

The last U S Mail pickup is 3:20 pm. Please allow 2 hours processing time for outgoing district mail.

INTRA-DISTRICT MAIL

Large envelopes/packages for schools that will not fit in the mailroom bins should be taken to the package room (E115) near the rear entrance for delivery. Please secure the key from Loretta or Abbagail.

OTHER

Senders are responsible for completing forms and scheduling pickups for Federal Express, UPS, and DHL deliveries. Administration building departments should send their packages to the mailroom for pickup. Schools and other departments should schedule with carrier for pickup at their location.