FLORIDA ATLANTIC UNIVERSITY

Facilities Planning
Policy & Procedure #28

TITLE: **ROUTING OF MAIL**

OBJECTIVE & PURPOSE

To assure prompt, accurate, and efficient handling of mail for the Facilities Planning Department. All original documents will be maintained at the main campus with the branch campuses maintaining duplicate files as required to facilitate the branch campus projects.

RESPONSIBILITY	**ACTION**
SENIOR SECRETARY	♦ Daily open and time stamp and distribute mail to individuals' mail box. ♦ Distribute Director and Associate Director's mail to Senior Executive Secretary. ♦ Route all change orders/payments/invoices to Senior Accountant
SENIOR EXECUTIVE SECRETARY	♦ Review and distribute Director and Associate Director's mail and copy accordingly (if necessary, to Coordinators, files, etc.).
REFERENCE	♦ Facilities Planning Policy & Procedure Distribution of Correspondence for Major Projects

Issued By: Nelson	Date Issued: 4/2001	Date Revised: 7/2004	Effective Date: 4/2001
APPROVED:	Vice President	Associate V.P.	Director