

Central Texas College Materials Management Policy and Procedures Manual	Policy No. 400 November 2006
Mail/Distribution Policy	

The Mail and Distribution facility is located in the rear of the Warehouse/Records Storage Building, Building 153, and its normal hours of operation are from 7:30 a.m. to 5:30 p.m., Monday through Thursday and 7:30 a.m. to 11:30 a.m., Friday. The mail function provides official mail service to the staff and faculty and incoming personal mail service for students living in the dormitory. The distribution function provides distribution services for official distribution only.

Mail and distribution is picked-up and delivered once each day to and from elements of the Central and Fort Hood Campuses. Outgoing mail is delivered to the Killeen Post Office once each day. Those elements desiring to pickup or deliver their mail and/or distribution directly to and from the facility are welcome to do so.

Limited mail and distribution services are provided during the Christmas holiday break. For planning purposes, days and hours of operation are published prior to the break.