

Central Texas College Materials Management Policy and Procedures Manual	Policy No. 410 November 2006
Distribution Services Procedures	

I. GENERAL

Distribution of mail and internally generated material is conducted once daily, according to the schedule below. This schedule is flexible depending on the amount of distribution being generated and the activities being conducted on campus.

The computer runs generated during the previous night are picked up at the Administrative Computer Center Building between 7:30 a.m. and 8:00 a.m. and delivered to the appropriate Mail/Distribution Centers. When this is completed, the distribution driver returns to the Mail Room and picks up the mail that has been sorted from the morning pick-up at the KPO and other distribution.

II. DISTRIBUTION SCHEDULE

Mail and distribution is picked up from and delivered to the Mail/Distribution Centers located in each building listed below, not from individual departments or desks.

Physical Plant	Administrative Computer Center
Library	Computer Science
Print Shop	Criminal Justice
Student Service Center	Systems Service
Student Center	Skills Center
Dormitory	Administration
Child Development	Fort Hood – Buildings 3201 and 33009
Science/Nursing	KNCT/Telecommunications
Natorium	Human Resource Building
Planetarium & Technology	Campus Security
Tarleton	