

**SECTION:** Business Affairs/Business Services  
**SUBJECT:** Unidentified Mail

**ISSUED BY:** Business Services/Manager of CPO  
**REPLACES:**  
**APPROVED BY:** Vice President for Business Affairs and Treasurer  
**EFFECTIVE DATE:** June 1, 1998

Asbury College requires that the departmental charge number be on all mail requiring postage. This procedure facilitates charging to the proper department and allows returning to the sender in the event that the mail is not deliverable.

If the departmental charge number is not on the mail or there is no other identifying department/name the mail will be forwarded to the Assistant Vice President for Business Affairs. The Assistant Vice President for Business Affairs will attempt identification of the department from which the mail came, but in the event that it cannot be identified the piece of mail is subject to being opened and returned to the sender for proper processing.