

Interdepartmental Mail

Interdepartmental mail is only distributed within the UNT System campus, including UNT Discovery Park, System Center Dallas and Universities Center Dallas - (please see distribution for schedule).

Interdepartmental mail is picked up and delivered by UNT mail carriers. Interdepartmental envelopes are provided by Mail Services at no charge. No postage required.

Interdepartmental Mail must meet the following qualification to be processed without delay:

- Documents or mail **MUST** be placed in an **Interdepartmental Mail envelope**. Campus mail is restricted to *official business* - department to department or official State of Texas documents or mail.
Exception: Campus wide distribution of flyers, postcards, or publications that have been separated and banded by department may be picked-up and delivered via Inter-Campus Mail.
- **Addressing Envelope** - Interdepartmental envelopes are reusable! Interdepartmental mail is delivered by department. (See route list on next page). Make sure the previous address is crossed out when resubmitting envelopes. The most frequent cause of misdelivered mail is the appearance of two or more department names on the intercampus envelope without the previous name crossed out. **CHECK BOTH SIDES** of the envelope to be sure that only **ONE** name appears. Address the envelope to the **DEPARTMENT** first, then the employee's name. Do not use building names, individual employee names only, or abbreviations other than the ones provided on the route list.
- **Distribution:** Interdepartmental mail envelopes can not be included with off campus postage mail and should be submitted separately. Mail Services provides scheduled carrier pick up and delivery service daily to various University departments and offices. There are two driving routes for the outlining and one walking route of the Campus. Interdepartmental mail received in the Mail Services department **BEFORE 8:30am** will be sorted and delivered the same day.

All interdepartmental mail is picked-up, sorted and delivered on a daily basis. Interdepartmental mail is not held in Mail Services, unless requested by the department. Envelopes addressed with a name, by building with room # or to a department not on the route list or if Mail Services personnel cannot identify it's destination- mail is set aside and then researched for distribution.

Carriers are not to pick up personal, books or package mail for Intercampus delivery. Books and packages may be brought to the Mail Service department and we will send a memo to the receiving department that they have a package to pickup. We ask that if a department has a campus wide mailing to please call in advance. Mail Services carriers sort, pickup and deliver to 167 University departments.

System Center at Dallas: Intercampus mail to SCD is picked up and delivered by SCD carriers daily.

University Center at Dallas: Intercampus mail to UCD is mailed only once a week on Fridays by 3:30pm.

UNT Discovery Park: mail is picked up and delivered after 1:00pm, Monday thru Friday.

- **Reusing Envelopes:** Do not include deliverable envelopes with empty interdepartmental envelopes without separating them and clearly notating empty envelopes from deliverable ones.

ACADEMIC CORE/HONORS	EDUCATION DEANS OFFICE	PETROLEUM ACCOUNTING
ACADEMY RESEARCH & PRO. DEVE	EDUCATION STUDENT ADVISING	PHILOSOPHY & RELIGION
ADMISSIONS	EDUCATIONAL PSYCHOLOGY	PHYSICS
ADVANCEMENT/DEVELOPMENT	EIS/ DP	PLAY THERAPY
AEROSPACE STUDIES (ROTC)	ELECTRICAL ENGINEERING/ DP	POLICE ACADEMY
ANTHROPOLOGY	EMERGENCY PLANNING (EADP)	POLICE / PARKING / TRANSPORTATION
APPLIED ECONOMICS	ENGINEERING TECHNOLOGY/ DP	POLITICAL SCIENCE
APPLIED GERONTOLOGY/AGING	ENGLISH	PRESIDENT
ARMY (ROTC)	ENROLLMENT MANAGEMENT	PRINTING SERVICES
ART (COVA)	ENVIRONMENTAL ETHICS	PROFESSIONAL DEVE. INST.(PDI)
ARTS & SCIENCES/ A&S ADVISING	ENVIRONMENTAL SCIENCE	PROG. FOR ACADEMIC READINESS (PAR)
ASTRONOMY	EQUITY & DIVERSITY	PSYCHOLOGY/ PSYCHOLOGY CLINIC
ATHLETICS	FACILITIES SERVICES (OFPC)	CTR FOR COLLABORATIVE ORGS
ASSET MGMT/PROPERTY & INVENTORY	FACULTY SENATE	CTR FOR STUDY WORK TEAMS
BIOCHEMISTRY	FINANCIAL AID/SCHOLARSHIPS	PUBLIC ADMINISTRATION
BIOLOGY	FINE ARTS	PUBLIC AFFAIRS & COMM. SERVICES/SCS
BOARD OF REGENTS	FOOD SERVICE (DINING)	PURCHASING & PAYMENT SERVICES(PPS)
BUDGETS/ CONTROLLER/ FIN REPORTING	FOREIGN LANGUAGE	RADIO,TV & FILM
BULK MAIL CTR. (STANDARD MAIL)	GATEWAY DIRECTOR	REC. SPORTS
BURSAR	GATEWAY TESTING	REGISTRAR
BUSINESS ADMINISTRATION (COBA)	GEOGRAPHY	RESEARCH ADMIN./GRANT ACCOUNTING
ACCOUNTING	GOVERNMENTAL AFFAIRS	SPONSORED PROJECTS
BCIS/ ITDS	GRADUATE SCHOOL	RISK MGMT.
FIREL	HEALTH SCIENCE CENTER (HSC)	SOCIAL WORK & REHAB STUDIES
ISRC	HIGHER ED/MEAN GREEN VILLAGE	SOCIOLOGY
MANAGEMENT	HIPPY CENTER/UNT DALLAS CAMPUS	SPECIAL EDUCATION
MARKETING	HISTORY	SPEECH AND HEARING SCIENCES
BUSINESS SERVICES	HOSPITAL (STUDENT HEALTH CENTER)	STUDENT ACCOUNTING AND CASHIERING
CAREER CENTER	HOUSING	STUDENT ACTIVITIES
CART PROGRAM/DISCOVERY PARK	HUMAN RESOURCES	STUDENT DEVELOPMENT
CENTER FOR ACHVMT. & LIFELONG LEARNING (CALL)	ID CARD OFFICE	STUDENT EMPLOYMENT
CENTER FOR BEHAVIORAL ANALYSIS	INFORMATION DESK/ ESSC	STUDENT LEGAL SERVICES
CENTER FOR DEVELOPMENTAL STUDIES	INSTITUTE OF APPLIED SCIENCES	STUDENT MONEY MGMT.
CENTER FOR PUBLIC SERVICES	INSTITUTE OF RESEARCH & ACCREDITATION	STUDENT RIGHTS & RESPONSIBILITIES
CENTER FOR STUDENT DEVELOPMENT/DP/	INTENSIVE ENGLISH LANG. INST.	STUDIES IN AGING
CTLA / CLEAR	INTERNAL AUDIT	STUDIES IN THE NOVEL
CENTER FOR TEXAS STUDIES (ENGLISH)	INTERNATIONAL ADMISSIONS & ADVISING	SURVEY RESEARCH CTR.
CENTRAL RECEIVING	INTERNATIONAL STUDIES PROGRAMS	TEACHERS ED. & ADMIN
CHANCELLOR	INTERNATIONAL SPONSORED STUDENT ORG.	TELECOMMUNICATIONS/ DP
CHEMISTRY	INTRAMURALS	TEXAS ACADEMY OF MATH & SCIENCE (TAMS)
CHILD DEVELOPMENT	JOURNALISM	TEXAS CTR .ED.TECH.(TCET)
CLASSROOM SUPPORT SERV.	KINESIOLOGY	TEXAS MUNICIPAL CLERKS / MG/
COE-DEV & EXTERNAL RELATIONS (DERO)	LEARNING CENTER	TRAVEL
COLISEUM	LEARNING TECHNOLOGIES	TRIO CENTER
COLLEGE OF ENGINEERING/ DP	LIBRARY / DP	UNION DESIGN WORKS
COLLEGE OF INFO LIB. SCIENCE TECH (CILST)	LIBRARY-ORAL HISTORY	UNION PROGRAM COUNCIL (UPC)
COMMUNICATION STUDIES	LINGUISTICS & TECHNICAL COMMUNICATIONS (LTC)	UNION SCHEDULING
COMPLIANCE, OFFICE OF	LOGISTICS	UNIVERSITIES CENTER @ DALLAS(UCD)
COMPUTER SCIENCE/ DP	MAIL SERVICES	UNIVERSITY LEGAL AFFAIRS
COMPUTING & INFO TECH (CITC/DP)	MATERIAL SCIENCE/ DP	UNIVERSITY UNION
COMPUTING & INFO TECH (CITC/UNT)	MATH	UNT BOOK STORE
COOPERATIVE EDUCATION	MECHANICAL & ENERGY/DP	UNT DALLAS CAMPUS (SYSTEM CENTER)
COPY CENTERS - EAGLE IMAGES (USB/ UNION)	MEDIA LIBRARY	UNT INTERNATIONAL
COUNSELING & TESTING	MERCHANDISING & HOSPITALITY MGMT.	UNT PRESS
COUNSELING PROGRAM	MICRO MAINTENANCE	V.P. ACADEMIC AFFAIRS & PROVOST
CRIMINAL JUSTICE	MULTICULTURAL CENTER	V.P. ADMINISTRATIVE AFFAIRS
CUSTODIAL SERVICES	MURPHY ENTERPRISES	V.P. EXTERNAL AFFAIRS
DANCE & THEATRE ARTS	MUSIC	V.P. FINANCE & BUSINESS
DEAN OF STUDENTS	NT DAILY	V.P. STUDENT DEVELOPMENT
DISABILITY ACCOMMODATIONS	NT EXES/ ALUMNI	V.P. UNIVERSITY RELATIONS (URCM)
DISPUTE RESOLUTION	NT INST.EDUCATORS OF VISUAL ARTS	URCM / MG/ BLDG P
DISTRIBUTED LEARNING/ DISTANCE	NTCC CONSORTIUM	VICE CHANCELLOR
DOOR SYSTEMS	OFFICE OF NATL' COMP SCHOLARSHIP	VICE PROVOST FOR RESEARCH
DRIVERS ED.	OFFICE SUPPLY	VELMA SCHMIDT/EDUCATION
EAGLE IMAGES DIGITAL PRINT CENTER (USB & UNION)	OMBUS	WOMENS STUDIES
ECONOMICS	OPERATORS/ DP	YEAR BOOK
ECONOMIC DEVELOPMENT	PAYROLL	*DP - Discovery Park
		*MGV - Mean Green Village