Mailroom / Central Receiving Services

Location
Location: 119 West 31 Street, 10th floor
Phone Ext: 8500

Office Hours
The Mailroom is open Monday through Friday 9am - 5pm

Mailroom Services is managed through the office of campus operations. The mailroom is responsible for the delivery of interoffice and United States Postal Service (USPS) mail to the campus community and for the preparation of outgoing mail.

Mailing Address:
All incoming and outgoing mail must have a 119 West 31 Street, New York NY 10001 mailing address.

Mail Processing/Delivery
The Mailroom processes outgoing mail each business day at 3pm. Mail received in the mailroom and/or mail drop boxes after 3pm will be processed the next business day. Mail is delivered to staff mailboxes once a day.

Incoming Mail
Incoming United States Postal Service (USPS) mail is delivered to the Mailroom once a day. The mail is sorted and delivered on campus during the daily scheduled run. CUNY SPS employees are required to use 119 West 31 Street as the school mailing address.

Incoming Parcels and Packages
All incoming parcels and packages, including USPS, United Parcel, messenger and next day air services are processed by the Mailroom. All incoming parcels and packages are inspected by the mailroom prior to distribution.

Personal Mail
Faculty and staff are prohibited from using the Campus’ address for the mailing of personal mail.

Interoffice Mail
Interoffice envelopes should be used when sending interdepartmental mail. There are two sizes of envelopes: 4” x 9-1/2” and 10”x13” with a tie and button close. The Mailroom maintains a supply of used interoffice envelopes.

When addressing an interoffice envelope, be sure that all previous markings have been crossed out to ensure proper delivery. The address should always appear on the next available line. Please print clearly. Use the full name and the correct department and room number.

Outgoing Mail
All outgoing mail to be meter stamped must have a CUNY School of Professional Studies, 119 West 31
Street, return address including the sender’s name and department. This identification will be used to charge back postage usage to departments or individuals. Outgoing mail is processed at 3:00 pm each business day.

**Non-mailable Items**
The following items should not be sent in regular envelopes: paper clips, metal pieces, keys, pencils, glass parts or buttons. These items can jam or damage mailing equipment. Envelopes and cards that are less than 3” in height or 5” in length are also classified as non-mailable.

**Proper Addressing Format**
The following format is recommended to ensure efficient handling and delivery to the US Postal Service:

The complete mailing address should be located in a block format in the center area of the envelope. Extraneous printing or markings be located in the upper left hand corner.

- Type or machine print the complete address. Avoid handwritten addresses.
- Ensure print is clear and sharp. Use standard business fonts. Address characters should not touch or overlap.
- Black ink on a white background is best.
- Maintain a uniform left margin.
- Use upper case letters.
- Omit all punctuation.
- Include floor, suite and apartment numbers whenever available.
- Use standard two-letter State abbreviations in capitals.
- For international mail, the country’s name should appear in capital letters without abbreviations.
- When using window envelopes, be sure the entire address is always visible. There should be sufficient spacing around the address to allow for the shifting of contents within the envelope.
- Do not staple the envelope.

Address labels, if used on parcels, packages or envelopes, must also be addressed according to the recommended format. Labels must be applied straight and parallel to the bottom edge.

**UPS (Overnight Delivery)**
The campus has a contract with the United Parcel Service to ship letters overnight. To send mail via UPS overnight delivery, request a shipping envelope from the 10th floor reception. Once properly prepared and authorized, you may bring your overnight letter to the mailroom for processing.

**Return packages**
Central Receiving ships out only campus related items. Purchased items being returned to the manufacturer or supplier for repair or for replacement, must have a return material authorization (RMA) number or some pre-approval from the addressee prior to shipping. Package the item, preferably in its original packing, assuring that it will not be damaged in transit. Be sure that you label the package correctly with all pertinent information required by the receiver of the package and be sure to include the RMA or any “attention to” information necessary in your labeling.

For additional information, contact the office of campus operations at Facilities@sps.cuny.edu