

Unknown Mail/Check Policy

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01. Policy Statement

Pace University Mail Services will make every effort to complete the delivery of mail received at the University Mail Rooms that is inadequately addressed. Checks received in this fashion will receive special handling.

02. Reason for Policy

Mail intended to any Pace University campus is sorted at the local U.S. Post Office. The mail is either picked up by our Mail Services staff or delivered by a courier service in bulk form to the campus mail rooms where it receives a more comprehensive sorting for final delivery. Pace mail that is received where the intended recipient is not clearly stated (i.e. Pace University, 1 Pace Plaza) is placed in an "Unknown Mail slot". It is then opened by a Mail Service worker to see if any additional information regarding the sender or the addressee can be found on the inside correspondence to help facilitate delivery. Since a portion of the unknown mail consists of contribution or payment checks, a defined policy is necessary regarding checks that are received in this fashion.

03. Unknown Check Policy

Each campus Mailroom will maintain an **Unknown Check Log book** with the following headers listed. **Date Received – Sender – Amount - Date Sent to Accounts Payable – By Whom.** When a check addressed to Pace University is found during the unknown mail review process, it will be brought to the attention of the Mailroom Supervisor. The Supervisor will insure that a copy of the check is made and retained and that the corresponding information listed above is entered in the Unknown check log. The check will be sent to the attention of Staff Accountant Ernie Domingo by way of the University Tracking System for appropriate distribution or to be deposited in separate fund until the appropriate recipient can be identified. On a monthly basis, a copy of the Unknown Check Log book listing recent entries will be sent to the attention of Accounting Manager Paul Kelley. He will review the log entries with the staff accountant to ensure items on the log agree with the checks received and that they have been properly booked and the appropriate parties notified.

04. Unknown Mail Procedure

The existing procedure to complete delivery of unknown mail that **does not contain a check** consists of inspecting the mail piece and its contents for information regarding its intended destination. Once an intended destination is determined, the mail is delivered directly to that department. This existing procedure will remain in effect.