



Superintendent's Circular

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FIN-19
Version 01

BPS MAILROOM AND COPY CENTER GUIDELINES BPS POSTAGE & PRINTING POLICY

This Circular will remain in effect unless rescinded or superseded by a subsequent version.

OVERVIEW

We are responsible for directing the operational performance of the mailroom and Copy Center to ensure an efficient, cost-effective, and secure operation. Responsibilities include managing the processing of high-volume daily mail, loading and delivery of heavy shipments, scanning, copying, printing, and sending and receiving all sorts of documents.

MAILROOM OPERATIONS

Adhering to the following guidelines will facilitate a smoother operation of the mailroom at the Bolling Building:

- Only school-related items will be processed through the mailroom for postage.
 - These items need to be properly sealed and bundled.
 - Items need to have a school return address. We need to know who is sending each mailing to keep track and to avoid missing undeliverable mail.
- Each school/department will be charged for postage used.

- Each school / department should have a budget line allocated for mailing purposes.
- Personal mail will not be processed through the mailroom for postage (e.g., mortgage, utility, credit card payments, birthday cards, mail returns, etc.).
 - The mailroom is not responsible for receiving or storing personal deliveries (e.g., personal packages from Amazon, Walmart, Target, etc.).
- All interoffice mail should be addressed as follows:
 - Name of person, school, and/or department where the mail should be delivered
 - Cluster number
 - Return address (who is sending the mail?)
- Please do not put sticky notes on the outside of every envelope (adhesive glue could damage the postage machine). One per bundle is fine.
- Advance notice is required for mailings of over 2000 pieces of mail. Please contact Mailroom & Copy Center by phone 617-635-9075 or email, finance-staff@bostonpublicschools.org.
- Schools and departments will be charged for each mailing over 100 pieces of mail.
- UPS, FEDEX, DHL: BPS does not have a business account with any shipping carriers.
 - All mail and packages intended to be shipped through any of these carriers should be prepaid by the sender.

COURIER SERVICES

Also known as cluster mail, starting at the Bolling Building, our courier delivers and picks up interoffice mail 2 times a week to our cluster offices located throughout the district. Each school is a part of a cluster (previously known as zones, networks, TLTs)

Adhering to the following guidelines will facilitate a smoother operation of the courier services:

- The courier is an EXTERNAL vendor under contract, *not* BPS operated.
- All mail should be clearly marked, including the sender and receiver.
 - Each school belongs to a cluster; if unsure, please contact the mailroom for the latest information.
- The courier runs on Tuesday and Thursday of each week.
- The current contract requires the courier to pick up no more than 3 bins of mail per cluster.
 - If on a certain day a cluster office has more than 3 bins of outgoing mail, the courier could pick up the excess on the next run.
- The courier DOES NOT GO TO EACH SCHOOL.
 - Special runs can be requested at an additional charge paid to the vendor.

COPY CENTER OPERATIONS

The BPS Copy Center provides various copy and printing functions. With our copying and finishing, we can have your manuals, student handbooks, presentations, letters to students, and much more completed in-house, saving BPS and the city money.

- Our printing services offer:
 - Mass production copying and printing.
 - Black & White
 - Color
 - Posters up to 24x36 inches
 - Three-hole punch
 - Staple finishing
- Printing services NOT offered by the BPS Copy Center:
 - Envelopes
 - Books
 - Lamination
 - Postcards
 - Banners, etc.

Adhering to the following guidelines will facilitate a smoother operation of our in-house printing services:

- Printing services work on a first come-first served basis.
- Advanced notice is required for all jobs.
 - Please consider that there is a high volume of requests during the beginning and end of the school year, as well as during the summer as schools prepare for the new school year.

CHARGES FOR PRINTING SERVICES

Each job will be charged to the schools at lower than market cost. Please contact the Copy Center for the latest quote.

For more information about this circular, contact:

Owner:	Mailroom & Copy Center
Department:	Business Services
Mailing Address:	Bruce C. Bolling Building, 2300 Washington Street, Roxbury, MA 02119
Phone:	617-635-9075
E-mail:	finance-staff@bostonpublicschools.org

Mary Skipper, Superintendent

- [Essential Training Guide is available here.](#)
- [Business Services Guide is available here.](#)