

Mail Services Policy

1.0 Introduction

The mailroom processes certified, return receipt, express mail, first class and international mailings.

Mail pickup is by key access to your mail box. Keys for mail box, can be obtained from the Office of Facilities Management located at 28 Zankel.

All outgoing mail (i.e.: international, TC/CU local, FedEx and US mail) should be separated with a rubber band.

Mailings other than TC/CU local require a completed Postage Requisition form that includes index number, department name and authorized signature.

2.0 Services Offered:

Teachers College offers a full mail service including UPS and FedEx. All mailing supplies and merchandise from the TC Bookstore can be purchased at the Mail Service Center including.

Mail Supplies:

- Stamps
- First Class Mail
- Priority Mail
- Mailing envelopes and boxes

Bookstore items:

- TC Sweatshirt
- TC Tee shirt
- TC Pendant
- Hats
- Decals

3.0 Large or Bulk Mailing:

In order to arrange for a bulk mailing at Teachers College you need:

- To know the number of pieces that you will be mailing. (A minimum of 200 pieces is required)
- A copy of the piece that you are mailing.
- Have the mail sorted by zip code and zone.
- Mail must be placed in trays (for envelopes) or sacks (for larger pieces, called flats).

- 3.1 Small bulk mailing, you may perform the following steps:
1. Obtain a mailing permission form.
 2. Complete and get approval on the form from Isaac Freeman or Rocky Schwarz, 34 Zankel
 3. Bring the mail and the permission form to:
Morgan Station,
Bulk Mail Entry Unit,
29th Street - between 9th & 10th Ave., middle of block on the south side,
Telephone: (212) 330-4125
- 3.2 Large bulk mailing, you have several options:
- A. Use the bulk mail expertise of your printer/mailing house (provided it can get the non-profit discount). In this case, the mailing house will bill you for the cost of the mailing as a separate item in the bill they submit to you. This company needs to know the:
- Teachers College Bulk Mail Account Number
 - Teachers College Bulk Mail Account Authorization for Additional Entries
 - Contact the Business Service Center for details.
- B. Use TC's Bulk Mail Account (you will need to obtain the number from the Business Service Center located at 34 Zankel)
1. Obtain a mailing permission form
 2. Complete and get approval on that form from Isaac Freeman or Rocky Schwarz at 34 Zankel
 3. You will need to have your mail house figure out how much the mailing will cost (very easy for most mailing houses).
 4. You should make sure that you have a check cut by TC's Accounts Payable Office by filling out a payment order one month before the mailing. The payment order and check should be made out to:
Postmaster, New York, New York
421 8th Avenue
New York, NY 10199-9651
 5. You (or your mailing house) need to bring this check with the mail to the following address:
Morgan Station
Bulk Mail Entry Unit
29th Street, midblock between 9th and 10th Ave., on the south side of the block
Telephone: (212) 330-4125

4.0 Using USPS

Please have letter & packages sent to TC as follows:

Name, Box #

(Department is optional)

Teachers College

525 West 120th Street

New York, NY 10027-6696

TC Mail is delivered by the Manhattanville Post Office. Local U.S. Post Office locations are:

Manhattanville
365 W. 125th Street

- 5.0 Using UPS & other truck deliveries
Please have letter & packages sent to TC as follows:
Name, Building & room #, telephone number
(Department is optional)
Teachers College
525 West 120th Street
New York, NY 10027-6696

Shipping and Receiving Department, Russell Hall Basement
502 West 121st Street
New York, NY 10027

- 6.0 Using Fed Ex, Messenger and other direct delivery services
Name, Building & room #, telephone number
(Department is optional)
Teachers College
525 West 120th Street
New York, NY 10027-6696