

# Mail Distribution & Check Handling Procedures

Revised 08/07/18

## A. Mail Assistant Duty AM & PM:

- The receptionist on the first floor will send an email that mail has arrived. All mail (letters and FedEx/UPS letters) coming to HPM.
- UH Postal Office delivers mail only once a day between 10:00-11:00 AM.
- Two employees will pick up the mail (one person from AP and one person from AR)
- Designated office will open all mail to look for checks enclosed
- **NOTE: If a letter from Univ. of Houston HR is stamped "CONFIDENTIAL", it is not to be opened due to employee privacy.**
- All additional mail/packages are to be sorted by floor. Envelopes are opened by designated staff for possible checks.
- Newspapers go to the third floor.
- Invoices must be opened and stamped, then delivered to AP.
- Front Desk Receptionist will contact the person receiving a FedEx/UPS packages.
- Return envelopes with the yellow labels are given to Ivana Sidlo.

## B. Member Services Documents Checks Received

- Open all letters with checks enclosed.
- All checks must be date stamped. They are opened and paper clipped to envelope. The check number is written on the right hand side of the envelope. Staff creates a new daily log sheet.
- Logs are housed on the Q Drive \\_Business\Private\Business All\Mail\Enter check information onto log sheet and save in the current month folder.
- The log sheet should printed and verified by two designated people. The designees then sign and deliver checks and log sheet to designated AR Business Office staff.
- The first log sheet should be scanned and saved.
- **Do not leave check bundles unattended if Business Office personnel is unavailable.**
- **NOTE:** If designated staff is unavailable to receive checks, place in Business Office safe.
- The AR Business Office staff reviewing the check log will check the log sheet against checks for accuracy and accountability.
- The AR Business Office staff will then send out an email saying the checks are ready.

## C. Member Services Documents Credit Card/Electronic Check Payments Received

All credit card/electronic check payments will be delivered to the membership department.

**Do not leave payments on an unattended desk.**