

Internal Mail

- In order to use the University's mail system for interdepartmental mail transfer, place correspondence into one of the official envelopes specifically marked for this service. They are available through Central Stores at 513-556-5659.
- Complete all address information (mail location number, department, individual, and from whom it originated, which may be a name and/or mail location number); then place into your designated mailbox or container for pickup.
- Be sure to mark out any previous addresses on the envelope to avoid possible delays.
- For sending to mail locations in the immediate proximity (next door, down the hall), we encourage departmental delivery for quick response.
- Chain letters and other personal mail are prohibited.
- Transfer of boxes or other non-mail items, other than individual mailings, should be handled by the department or a private courier service.