

HWS Information Technology Services Bulletin

Number: 2012-04

Date: January 17, 2012

Title: Proper USPS return addressing

Description:

The USPS requires that all HWS departments/employees use an appropriate return address when sending mail.

Your return address must include:

Name

Department

Street Address (found below)

Geneva, NY 14456

To avoid any mail being delayed or returned to sender due to insufficient funds, please be sure to provide the correctly formatted return address.

Proper addresses:

615 South Main St	Alumni House
629 South Main St	Admissions
639 South Main St	Communications
51 St Clair St	College Store
99 St Clair St	Hubbs Infirmary
119 St Clair St	Center for Counseling and Student Wellness
101 St Clair St	Residential Education
288 Pulteney St	Academic Opportunity Programs and HEOP
300 Pulteney St	Scandling Center
311 Pulteney St	Buildings and Grounds
334 Pulteney St	Library
337 Pulteney St	Coxe Hall

Those not located in any of the above departments or buildings, should use 300 Pulteney St. as the return address.

If you have any questions please call the HWS Post Office at 315-781-3504 or Mastellar@hws.edu.

Contact: Current information about this bulletin may be found at <http://www.hws.edu/itservices/bulletins.aspx>.

Type:

Scheduled

Category:
Notification

Distribution:
hwsnetworkaccounts@hws.edu