

**Section:** College Mail Services

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**Sponsoring Unit/Department:** Chief of Staff

## College Mail Services

The inter-campus mail system is a service provided for the use of employees for college-related purposes only. Employees may not provide a College or campus address for personal mail or packages.

All mail addressed to Pima Community College may be opened by Central Mail Service personnel only if the recipient department or College employee (addressee) cannot be identified from information on the outside of the item.