

Policy Name: Mail Distribution and Security

Policy Title:	Mail Distribution and Security
Description:	Sets out MIE's policy in relation to incoming and outgoing mail.
Author (Position):	Vice President for Finance and Professional Services
Version:	2
Approved By:	MIE Governing Body
Policy Approval Date:	January 2019
Date of Next Policy Review:	June 2027 (or as necessary)

Mail Distribution and Security

1. General

This document sets out Marino Institute of Education's (MIE) policy in relation to incoming and outgoing mail.

2. Mail Receipt and Internal Distribution

Incoming mail is received at MIE Reception in a closed sack which is delivered by An Post on a daily basis, Monday to Friday.

The receptionist opens the sack and distributes mail to the appropriate individual, using the post boxes in the Staff Room.

Any general mail, mail for Governing Body¹ members (other than MIE staff or student Governing Body¹ members) or mail addressed to former staff should be directed, unopened, to the Vice President for Finance and Professional Services.

It is MIE's policy that payments received through the mail are to be sent directly to the Finance Office. Accordingly, any mail likely to contain payments is to be delivered, unopened, to the Finance Office.

This includes, in addition to all mail addressed to the Finance Office, all mail addressed to:

- MIE Conference Centre (or any individual Conference staff member)
- Inservice/Summer Courses
- MIE [Students' Union](#)

In the Finance Office, two people will be present when the mail is opened, and all mail will be stamped upon receipt.

For items received by courier, these should be retained at Reception and the addressee contacted to come collect it. For heavy packages, Facilities will deliver it to the relevant office. In the event of courier deliveries not specifically addressed, these will be directed to the Vice President for Finance and Professional Services, as for general mail.

Any department issuing a request for payment should normally request that an invoice be issued from the Finance Office, which will request payment to be returned directly to

¹ See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)

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Finance. Any such incoming mail will be forwarded to the relevant department on the morning of receipt, the payment having first been processed.

3. Outgoing Mail

Outgoing mail should be left at Reception by 1pm if possible, to ensure that it will be franked and bagged as necessary for that afternoon's An Post collection. Items left at Reception after 1pm may not be sent out until the following day. The An Post collection is scheduled for 3.30pm, but times may vary somewhat from day to day.

Staff should be careful not to leave sensitive or confidential outgoing mail at Reception overnight.

All envelopes should have the department code noted in the bottom right hand corner, for charging purposes.

Staff should bear in mind that the postage cost is considerably lower for a C5 envelope than for a C4 envelope, so if sending a small number of A4 pages, for example, please fold them once and use a C5 envelope, to save on costs.

Any personal outgoing mail should have a postage stamp on it, or the postage cost paid for at Reception.

4. Responsibility

MIE's Vice President for Finance and Professional Services is responsible for this policy. This document will be reviewed at three yearly intervals. It may be reviewed between such intervals in the event of legislative or other relevant developments.

5. Related Documents

- 5.1 [Code of Governance](#)
- 5.2 [Matters Reserved for the Governing Body of MIE](#)