**ADDRESSING INTEROFFICE ENVELOPES**

Please help us give you the best service possible by using the following format for addressing on interoffice envelopes:

<table>
<thead>
<tr>
<th>Interoffice Mail</th>
<th>Adjunct Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To:</strong> MAIL LOCATION (Office Services)</td>
<td>To: Adjunct Office</td>
</tr>
<tr>
<td>Recipients Name (Karen Dean)</td>
<td>Adjunct</td>
</tr>
<tr>
<td>From: DEPARTMENT/CENTER (Facilities)</td>
<td>Sue Smith</td>
</tr>
<tr>
<td>Senders Name (Mike McHarris)</td>
<td>Office Services</td>
</tr>
<tr>
<td></td>
<td>Karen Dean</td>
</tr>
</tbody>
</table>

It is preferred you use the envelopes provided by the mail center. The department addresses we sort to are as follows, abbreviations or clarifications are in parentheses following various departments.

- **PH 348** Academic Development & Innovation (ADAI)          | **PH 346** Humanities (HUEN)                      |
- **PH 104H** Accessibility Resources                             | **AB 137** Information Technology                   |
- **PH 101** Admissions                                           | **PH 220** Institutional Advancement (Foundation) |
- **IT 129** Adjunct Office                                      | **PH 330** Institutional Research & Analysis        |
- **PH 104B** Adult Learner Services                             | **IT 129** Learning Commons                          |
- **PH 104B** Advisement/Student Service Center                  | **PH 200** Library                                    |
- **PH 220** Alumni Office                                       | **PH 366** Marketing & Communications                |
- **PH 344** Art (ARTD)                                          | **PH 379** Mathematics & Natural Sciences (MNSC)    |
- **PH 104A** Assessment & Testing Center                         | **ACCB19** Office Services (incl. Print Shop)       |
- **JC 221** Athletics, Physical Education & Recreation (APER)   | **Oneida County Office Building**                    |
- **ACC 208** Auxiliary Services                                  | **PH 380** Phys Sci, Engineering & Applied Tech(PSAT) |
- **ACC 112** Bookstore                                          | **JC 207** Police Academy                            |
- **PH 108** Business Office                                      | **PH 309** President’s Office                        |
- **PH 301** Business Cybersecurity & Computer Science(BCCS)     | **AB 109** Public Safety                             |
- **AB 202** Career Services                                      | **PH 132** Purchasing                                |
- **AB 154** Center for Corporate & Community Education          | **PH 159A** Records & Registration                   |
  - Educational Outreach Center (EOC)                               | **ACC 208** Residence Life                           |
  - Youth Build                                                     | **ACC 208** (all depts.)                             |
  - Leadership MV                                                   | **PH 345** Social Sciences & Public Services (SSPS) |
- **AB 155** College Works (ARC)                                  | **ACC 105** Sodexo                                     |
- **PH 104B** Counseling Services                                 | **ACC 204** STEP                                      |
- **ACC 204** CSTEP                                               | **ACC 208** Student Activities                       |
- **PH 347** Director of Civic Responsibilities                  | **ACC 208** Student Congress                         |
- **ACC 208** Dorm Corporation                                    | **ACC 208** Student Engagement and Outreach         |
- **PH 316** Dual Credit                                          | **PH 104B** Student Service Center                   |
- **IT 140** Educational Technologies (Media)                     | **JC 103** SUNY Cortland                             |
- **PH 315** Education & Language Studies (EDLS)                  | **JC 106** SUNY Oneonta                              |
- **PH 309** Events Administrator                                 | **PH 380** Trades Programs                           |
- **IT 106** Events and Guest Services                            | **AB 128** TRIO-Upward Bound/MVCC Math Corps         |
- **ACCB06** Facilities & Operations                              | **ACC 102** University Partners & Transfer Programs |
- **PH 159A** Financial Aid                                       | **PH 303** Vice Pres. Administrative Services        |
- **ACC 104** Health Center                                       | **PH 395** Vice Pres. Learning & Academic Affairs    |
- **PH 349** Health Professions (HLTP)                             | **PH 347** Vice Pres. Student Affairs                |
- **AB 113** Human Resources                                      |                        |

*First line should read Rome Campus/Department. If there is not adequate space, use the second line.

**Thank you for your help and consideration. If you have any questions please contact the Mail Center.**

**Please note:** BLDG/RM column in this directory is most often not the location an individual receives mail. Please use MAIL LOCATION column.