ADDRESSING INTEROFFICE ENVELOPES

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

**Interoffice Mail**

To: MAIL LOCATION (Office Services)  
Recipients Name (Karen Dean)

From: DEPARTMENT/CENTER (Facilities)  
Senders Name (Mike McHarris)

**Adjunct Mail**

To: Adjunct Office  
Adjunct  
Sue Smith

From: Karen Dean  
Office Services

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

PH 101 Admissions  
PH 380 Adjunct Coordinator  
PH 109 Adult Services  
PH 109 Advisement/Student Service Center  
PH 220 Alumni  
JC 221 Athletics/Physical Education  
ACC 208 Auxiliary Services  
ACC 112 Bookstore  
PH 104 Business Office  
PH 109 Career, Transfer & Job Placement Services  
PH 104H Center for Arts & Humanities (CAAH)  
- Art Faculty  
- Humanities Faculty  
- Assistant Dean  
AB 154 Center for Corporate & Community Education  
AB 239 Center for Language & Learning Design (CLLD)  
- ESL Suite  
- Learning Center/Tutoring  
PH 301 Center for Life & Health Science (LAHS)  
PH 351 - Life Science Faculty  
- Health Information Technology  
PH 348 - Nursing & Allied Health  
PH 379 - Psychology & Human Service  
PH 351 - Respiratory Therapy  
AB 137 Center for Math, Eng, Phys Sci & App Tech (STEM)  
- Math Faculty  
- Engineering Computer Science Faculty (ECPS)  
- Engineering Technologies & the Trades (ET&T)  
PH 349 Center for Social Science, Business & Info Science (BISS)  
- Social Science Faculty  
- Business & Information Science Faculty  
JC 102 Child Care  
AB 155 College Works (ARC)  
AB 109 Counseling  
ACC 204 CSTEP  
PH 347 Director of Civic Responsibilities  
AB 153 Disability Services  
ACC 208 Dorm Corporation  
PH 395 Dual Credit  
AB 160 Education Tech./Distance Learning (Media)  
PH 309 Events Administrator  
IT 106 Events Coordinator/Box Office  
ACC 06 Facilities & Operations  
PH 120 Financial Aid  
AB 108 Grants  
ACC 104 Health Center  
AB 113 Human Resources  
IT 157 Information Technology  
ACC 224 Innovation Team  
PH 220 Institutional Advancement (Foundation)  
PH 366 Institutional Research & Analysis  
PH 203 Library  
PH 345 Marketing & Communications  
ACCB19 Office Services (incl. Print Shop)  
Oneida County Office Building  
PH 379 Oneonta (SUNY)  
PH 104A Placement Center/Testing  
JC 206 Police Academy  
PH 309 President  
AB 109 Public Safety (Security)  
PH 108 Purchasing  
PH 118 Records & Registration  
ACC 208 Residence Life  
**Rome Campus (all depts.)**  
ACC 109 Sodexo (Food Service)  
ACC 204 STEP  
PH 379 Strategic Initiatives  
ACC 208 Student Activities  
ACC 208 Student Congress  
PH 303 Vice Pres. Admin. Services  
PH 395 Vice Pres. Learning & Academic Affairs  
PH 347 Vice Pres. Student Affairs

*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.