

Date: April 4, 2008

To: Deans, Directors, Account and Project Managers

From: Lianne C. Fenn, Assistant Director, Institutional Services

Subject: Return Address - Business Size Envelopes

In response to pressure to maintain established standards in our return address for outgoing first-class business size envelopes, we are happy to announce that our on-line ordering system has been enhanced to include the information needed to correctly format business size envelopes to United States Postal Services regulations. More specifically, it will now be necessary to place your order for all business size envelopes directly through our on-line system utilizing a standard template that requires a department name and a building and room number format. Orders for generic University at Albany logo business size envelopes will no longer be accepted through Central Stores and the on-line ordering system.

As a result of this change and the necessity to individually identify the department name and the building and room number on the envelope, the commonly used generic version will stop being sold through the recharge system via the Central Stores function as soon as the current supply is depleted. Mail Services will continue to mail out generic labeled envelopes until the end of calendar year 2008 in order to give departments time to utilize existing stock.

If you are not currently registered to utilize the envelope/business card/stationery on-line ordering system, please contact the Office of Purchasing and Contracts as soon as possible but well in advance of when you may need to place an order. You may reach the Purchasing Office at 437-4579 or visit their website at <http://www.albany.edu/purchasing/index.html>.

Mail Services

Business Administration Building
Room B4
PH: 518/442-3272 FAX: 518/442-3329

Equipment Management

Management Services Center
Room 302
PH: 518/437-4596 FAX: 518/437-4571

Purchasing and Contracts

Management Services Center
Room 302
PH: 518/437-4579 FAX: 518/437-4571

Rapid Copy and Central Stores

Business Administration Building
Room B26
PH: 518/442-3245 FAX: 518/442-3329