**Federal Express**

The Athletic Department only has an account with Federal Express. All supplies are located in the copy room of the main office suite at 1000 Waterway. Supplies include: Air bills, Fed Ex Envelopes, Fed Ex Packs, and Fed Ex Boxes. Please notify the Administrative Assistant if one supply is left. Be sure to fill out 1-8 on the Air bill and record the tracking number for your package. Attach the Air bill to the front of the package, place package on front office desk in order for it to be called in and picked up in the Athletic Office. A charge of $4.00 will be applied for pick up in the athletic office. Charges will not be applied at drop boxes. Drop boxes nearest the athletic office are located in front of the Law School and in front of the Union building. Please make sure to remove the Sender’s copy on the Air bill and hand to the Administrative Assistant or to file for records.

NLI’s and Grant ‘n Aids are shipped by Federal Express through the Athletic Office. Please fill out an Air bill when you fill out a Request for Grant ‘n Aid. Please send the Air bill along with your Request for Grant ‘n Aid. Make sure to complete 1-8 on the Air bill to indicate to the Administrative Assistant when and how you want your package shipped. The Administrative Assistant will copy you with the Fed Ex Air bill upon the Compliance Coordinator’s approval.

**Mail Information**

Mail going out will be placed in the upper bin on the front office desk; this mail can pertain to campus mail, US mail, or personal mail. Campus mail must be place in an envelope that has campus mail written on it. Any mail for personal use must have a stamp on the envelope. If a stamp is not on a personal envelope, your mail will be placed in your mailbox until such payment is applied to the envelope. For bulk mail (25 pieces or more) please attach a post it note with the number of pieces be sent.

Mail is picked up in the afternoon. Afternoon pick up is before 3:00 PM.

Mail will be delivered each day. Time will vary upon delivery.

**Office Supplies**

Office supplies will be ordered when needed. To order office supplies, please fill out a memo and submit the memo to the Administrative Assistant by Thursday of each week.

**Telephone**

**Local Calls**
Local calls can be made on campus by dialing 9 + the number.

**Long Distance Calls**
Long distance calls can be made by dialing 9 + 1 + the area code + the number.
The recorder will then ask you for your authorization code. Only by entering the authorization code will you be allowed to complete the call. Do not give out your authorization code.

**Department-to Department Calls**
By dialing the 5 digits of the phone number you can make calls from one location on campus to another. For example, the Athletic Department’s phone number is 278-5247, simply dial 8-5247.

**Fax Machines**

**Departmental Fax**
1) Enter the last 5-digits of the fax number (do not need to dial 9).
2) Place paper face down in slot.
3) Press start.

**Local Fax**
1) Enter the number 9 followed by the fax number
2) Place paper face down in slot.
3) Press start.

**Long Distance Fax**
1) Enter the number 9 + 1 + fax number, and then press the pause button twice, and enter your authorization code. *Authorization code is the same for a long distance phone call.*
2) Place paper face down in slot.
3) Press start.

*After 5 minutes you will receive a report detailing whether the fax was transmitted properly.*