ADDRESSING INTEROFFICE ENVELOPES

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

**Interoffice Mail**

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

<table>
<thead>
<tr>
<th>To: Adjunct Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct’s Name</td>
</tr>
<tr>
<td>From: Office Services</td>
</tr>
<tr>
<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.

WH 129E Accessibility Resources
PH 101 Admissions
WH 129 Adjunct Office
PH 220 Alumni Office
AB 203 Art (ARGD)
PH 104A Assessment & Testing Center, Help Desk
JC 221 Athletics
ACC 208 Auxiliary Services
PH 344 Business & Hospitality (HOBS)
PH 108 Business Office
WH 140 C3
ACC 102 Career Services
AB 166 Center for Corporate & Community Education
   -Advanced Institute for Manufacturing (AIM)
   -Educational Outreach Center (EOC)
   -Youth Build
   -Center for Leadership Excellence
ACC 112 College Store
AB 166G College Works (ARC)
ACC 104 Counseling Services
ACC 203 CSTEP
ACC 208 Dorm Corporation
PH 316A Dual Credit
WH 139 Educational Technologies (Media)
PH 309 Events Administrator
WH 106 Events and Guest Services
ACCB06 Facilities & Operations
PH 157A Financial Aid
ACC 104 Health and Wellness Center
PH 349 Health Sciences (HLTS)
PH 104B Holistic Student Support

AB 113 Human Resources
PH 346 Humanities (HUMT)
PH 347 Judicial Affairs & Community Standards
AB 144 Information Technology
PH 220 Institutional Advancement (Foundation)
PH 331 Institutional Research & Analysis
WH 129 Learning Commons
PH 200 Library
PH 366 Marketing & Communications
ACC 105 MVCC Dining Services
ACC 19 Office Services (incl. Print Shop)
Oneida County Office Building
JC 207 Police Academy
PH 309 President’s Office
PH 345 Public & Human Services (PAHS)
AB 106 Public Safety
PH 110R Purchasing
PH 157A Records & Registration
ACC 208 Residence Life
*Rome Campus (all depts.)
AB 165 STEM-Career (STCR)
AB 165 STEM-Transfer (STTR)
ACC 203 STEP
ACC 208 Student Activities
ACC 208 Student Congress
ACC 208 Student Engagement and Leadership
JC 106 SUNY Oneonta
AB 130 Upward Bound/MVCC Math Corps/Gear Up
PH 348 Vice Pres. Administrative 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.

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