

## 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's Name

**From:** Office Services  
Karen Dean

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	AB 113	Human Resources
PH 101	Admissions	PH 346	Humanities (HUMT)
WH 129	Adjunct Office	PH 347	Judicial Affairs & Community Standards
PH 220	Alumni Office	AB 144	Information Technology
AB 203	Art (ARGD)	PH 220	Institutional Advancement ( <i>Foundation</i> )
PH 104A	Assessment & Testing Center, Help Desk	PH 331	Institutional Research & Analysis
JC 221	Athletics	WH 129	Learning Commons
ACC 208	Auxiliary Services	PH 200	Library
PH 344	Business & Hospitality (HOBS)	PH 366	Marketing & Communications
PH 108	Business Office	ACC 105	MVCC Dining Services
WH 140	C3	ACCB19	Office Services ( <i>incl. Print Shop</i> )
ACC 102	Career Services	Oneida County Office Building	
AB 166	Center for Corporate & Community Education	JC 207	Police Academy
	-Advanced Institute for Manufacturing (AIM)	PH 309	President's Office
	-Educational Outreach Center (EOC)	PH 345	Public & Human Services (PAHS)
	-Youth Build	AB 106	Public Safety
	-Center for Leadership Excellence	PH 110R	Purchasing
ACC 112	College Store	PH 157A	Records & Registration
AB 166G	College Works (ARC)	ACC 208	Residence Life
ACC 104	Counseling Services	*Rome Campus (all depts.)	
ACC 203	CSTEP	AB 165	STEM-Career (STCR)
ACC 208	Dorm Corporation	AB 165	STEM-Transfer (STTR)
PH 316A	Dual Credit	ACC 203	STEP
WH 139	Educational Technologies ( <i>Media</i> )	ACC 208	Student Activities
PH 309	Events Administrator	ACC 208	Student Congress
WH 106	Events and Guest Services	ACC 208	Student Engagement and Leadership
ACCB06	Facilities & Operations	JC 106	SUNY Oneonta
PH 157A	Financial Aid	AB 130	Upward Bound/MVCC Math Corps/Gear Up
ACC 104	Health and Wellness Center	PH 348	Vice Pres. Administrative Services
PH 349	Health Sciences (HLTS)	PH 395	Vice Pres. Learning & Academic Affairs
PH 104B	Holistic Student Support	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.