

July 1, 1999

**IMPORTANT INFORMATION!!**

**MEMORANDUM**

**TO:** Chief Business Officials

**FROM:** Philip V. Albano, Director  
Administrative & Facility Services

**SUBJECT:** New Mailing Addresses

The State Budget Office did a “study” of the mail system for the state government complex and determined that the state could save money by centralizing the mail services, eliminating all the mailclerks and postage meters at the agencies and establishing a Mail Service Center (MSC). The MSC will serve as the “Post Office” (PO) for many of the State Agencies in the Raleigh State Government complex. All of these agencies, including the Community Colleges System Office, will use a new Zip code, 27699 with a four-digit suffix. This is called a “zip plus four” code. The United States Postal Service will send our incoming mail to this new “PO.” The MSC will scan, sort, bundle the mail by Zipcode, and distribute the mail to the mailboxes at the various agencies.

Each division or section within the Community Colleges System Office has been assigned a four-digit MSC number which corresponds with their mailbox. This four-digit MSC number will become the suffix to our new Zip code. Thus, each of our divisions or sections will have their own zip plus four code. For example, the President’s office is 5001 Mail Service Center. Their zip plus four code is 27699-5001. This means we now have 26 zip plus four codes for this building.

Attached are two lists of MSC numbers and the corresponding zip plus four codes. One shows a listing by individual staff member. The other list is by division or section and also includes an example of what our mailing address would look like. If you send mail to us through the United States Postal

CC99-186  
Paper Copy

New Mailing Address: 5015 Mail Service Center~Raleigh~NC 27699-5015

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Service, you must use the correct zip plus four code. If you do not use the correct zip plus four code, the mail will be delayed. For mail sent through the State Courier System, you should continue to use the State Courier number without this new zip plus four code. Please inform all of your staff about these changes.

Thank you for your cooperation.

PVA

c: Kennon Briggs  
Presidents