

MISCELLANEOUS

PERSONAL MAIL: Central Mail does not pick up employees' **personal** mail for delivery to the U.S. Postal Service.

LARGE MAILINGS: Before planning large, specialized mailings, please contact the Central Mail Supervisor. This person can assist you in planning cost effective, efficient, and timely mailings. Sufficient advance notice is needed by the Central Mail staff to effectively handle and process large or specialized mailings.

MAILING LISTS: Central Mail does not maintain mailing lists.

PICK UP AND DROP OFF SCHEDULE:

TIME	BUILDING	AGENCY	ADDRESS	ROOM
8:00AM	Judicial Building	Supreme Court	301 SW 10th	
	Memorial Building	Attorney General	120 W 10th	200
		Secretary Of State	120 W 10th	100
	Mercantile Bank	Legislative Post Audit	800 SW Jackson	1200
	Jayhawk Walk	Juvenile Justice	714 SW Jackson	300
		Indigent Defense	714 SW Jackson	200
		Cosmetology	714 SW Jackson	100
		Animal Health	708 SW Jackson	100
	Jayhawk Towers	Real Estate Appraisal	700 SW Jackson	1100
		Arts Commission		1004
		Board Of Barbering		1002
		Mortuary Arts		904
		Appellate Defender		900
		Veterans Commission		701
		Fire Marshal		600
		Ombudsman for Corrections		503
		Sentencing Commission		501
		Highway Patrol/Personnel		500
		Banking/Consumer Credit		300
	Highway Patrol		122 SW 7th	
	KPERS Building	Highway Patrol	611 SW Kansas	301
		Housing	611 SW Kansas	300
		KPERS	611 SW Kansas	200
		Highway Patrol	611 SW Kansas	100
9:30AM				
	KBI		1620 SW Tyler	

