



CENTRAL COURIER SERVICE

Onondaga-Cortland-Madison BOCES now offers a centralized courier service to all component school districts in OCM BOCES, Syracuse City School District, and private schools purchasing services from OCM BOCES. Additionally, the central courier serves the BOCES centers for Cayuga-Onondaga BOCES, Tompkins-Seneca-Tioga BOCES, and Oswego County BOCES. Mail for school districts located in any of the three BOCES listed above may be routed through the OCM central courier for delivery to their local BOCES center where it will, in turn, be delivered to the district by the local BOCES mail system.

Included in the central courier service is inter-office mail delivery between school districts and BOCES as well as from school district to school district. All mail sent via inter-office mail should be delivered in 24 to 48 hours. No U. S. postage is required.

The central courier system stops at OCM BOCES component school District Offices and BOCES centers on a daily basis for:

- delivery and pick up of inter-office mail.
- delivery and pick up of tech services equipment.

All schools and BOCES have designated drop off / pick up times for their inter-office mail.

BOCES and schools involved in the OCM School Library System, Science Center and Library Media service can expect:

- delivery & pick up of library books (also delivery of Inter Library Loan).
- delivery & pick up of science kits.
- delivery & pick up of library media materials.

All schools and BOCES have designated drop off / pick up days and times for their science kits, library books and library media that may differ from District Office pick up day/time.

The central courier office is located on the Henry Campus, 6820 Thompson Rd, Syracuse, NY in Building D and serves as the collection point where all mail is sorted and routed for next day delivery.

To **expedite** delivery, all mail must:

- have an address that includes **first and last name of addressee, building name, and district name.**
- have a legible address.
- be enclosed in an appropriate envelope with all previous addresses crossed out.

Please contact Linda Bacon at 315-433-2257 or lbacon@ocmboces.org for additional information.