

Admin & Office Policies

Resource Description Receiving Mail/Deliveries, Use of Phone/Fax/Copier, Storage Attic,
Setting Up E-mail Lists

Article **Receiving Mail/Deliveries**

While we encourage you to use your home address to receive mail/checks etc., the WGA mailing address is:

CONTACT:

Jon M. Huntsman Hall, Suite 300

3730 Walnut St

Philadelphia PA 19104

- Please put any checks to the attention of Wharton Graduate Association (WGA) to insure that they are not misplaced.
- Large boxes will be accepted, but must be moved within 24 hours of their receipt.

Use of Phone/Fax/Copier

- Club officers may use the phone for reasonable purposes – but they will need to use a club code for access.
- Club officers may send and receive faxes in the WGA office. Please sign the sheet located above the fax machine, including the number of pages faxed. Faxes received will be placed in a

folder in the WGA Office.

Setting Up E-mail Lists

For complete information on setting up, maintaining, and changing ownership of club e-mail lists, please go to the Wharton Computer Consulting's mailing list page at:

Resource Links <http://inside.wharton.upenn.edu/consult/email/maillist.html>