

## CMU-Q Mailing Guidelines

Below are the guidelines for sending US Mail for CMU-Q employees. US Mail includes interoffice business related mail and personal mail items including letters and documents.

1. Mail from U.S. to Qatar Campus
  - a. Mail should be addressed to the employee at:
  - b. Carnegie Mellon University  
Qatar Office SMC 1070  
5032 Forbes Avenue  
Pittsburgh, PA 15289-1070
  - c. This mailbox is located at the Pittsburgh campus post office.
  - d. Mail will be sent from Pittsburgh to Qatar at a minimum of once every week (depending on volume).
  
2. Mail from Qatar Campus to U.S.
  - a. An outgoing mail bin has been set up at the Receptionist desk for all mail going to the U.S. A DHL package will be sent to the Qatar office in Pittsburgh every Sunday. DHL will pick up the package by 2:00. All outgoing mail should be at the Reception desk by 1:00 on Sunday afternoon.
  - b. **U.S. Postal Mail** must have the appropriate postage in order to be circulated with the university's outgoing mail. U.S. stamps for business related mail can be obtained in the business manager's office. A U.S. postal scale is also located in the business manager's office.
  - c. **University Mail**, once received, will be circulated through normal inter-office mailing procedures.
  
3. Personal packages from U.S. to Qatar Campus
  - a. Due to University liability, all packages (items that are boxed or in packaging) must be opened and examined by the Pittsburgh staff prior to shipment. Due to this new procedure please inform senders to refrain from wrapping any items being sent to Qatar. Any package that is wrapped or boxed will be opened and examined by our staff. Our staff will maintain the integrity of the package to the best of their ability. Any package that contains items that are not within the guidelines stated below will not be shipped and will be returned to the sender postage due.
  
  - b. Employees have the option to have their letters and mail forwarded to their address in Qatar. The employee must go to their local post office and submit a change of address form for the address **Carnegie Mellon University - Qatar Office SMC 1070, 5032 Forbes Avenue, Pittsburgh, PA, 15289-1070** \*NOTE\* **Place the SMC number in the Apt/Suite box on the forwarding form. I believe it is box or line #7a. This will ensure that #1070 is on the forwarding label and we can ensure that it is delivered to the employee for shipment to Qatar.**
  
  - c. Each employee will be allotted a maximum shipment of 5 pounds per week. If a personal package exceeds this weight the excess weight will be credited to future shipments (i.e. If a package weighing 20lbs is sent to one individual in Qatar, this will be counted as 4 weeks worth of shipments and the individual will not have a personal shipment sent until the 5<sup>th</sup> week) No individual item should exceed 20 pounds.
  
  - d. Those employees who expect to receive packages in Qatar must provide the Pittsburgh Qatar Finance Office permission to open all packages for review. The contents of each package will be examined to ensure they are within the stated guidelines. Please see attached for a waiver document granting this authority. This document **MUST** be signed by each employee in Qatar prior to any of their personal packages being shipped.

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- e. In order to provide adequate insurance on the shipments, all packages should contain a packing slip identifying each item and the related dollar value. If the packing slip is not provided, package contents can not be insured and any costs related to damage or lost items will be the responsibility of the original sender.
  
- f. Guidelines: Prohibited commodities

All items offensive to the Muslim culture or sensitive to the Middle East security situation are prohibited. These include pork products, religious publications/figures, imitation firearms/paraphernalia, military uniforms. Standard prohibitions plus:

1. Antiques
2. Furs
3. Gambling devices
4. Ivory
5. Jewelry
6. Plant products
7. Playing cards
8. Precious metals & stones
9. Tobacco
10. Alcoholic Beverages
11. Pornography
12. Prescription or over the counter medicine

We reserve the right to refrain from shipping personal items to Qatar based upon excessive size or weight and/or based upon the inappropriateness of the contents. The Pittsburgh Qatar Finance Office will notify the employee that their personal package could not be sent due to a policy violation. Employees who receive packages outside of these guidelines will receive a warning letter from the Pittsburgh Finance Office. If the employee continues to receive inappropriate packages after receiving a warning letter, their rights to receive personal packages will be taken away.

- 4. Please contact the following individuals with any questions:

Carrie Nelson  
Qatar Finance (Pgh)  
[carrien@andrew.cmu.edu](mailto:carrien@andrew.cmu.edu)  
Phone: 412-268-1358

Mark Gambone  
Qatar Finance (Pgh)  
[mgambone@andrew.cmu.edu](mailto:mgambone@andrew.cmu.edu)  
Phone: 412-268-6653

Krystal Gula  
Qatar Finance (Pgh)  
[kgula@andrew.cmu.edu](mailto:kgula@andrew.cmu.edu)  
Phone: 412-268-3065  
Fax: 412-268-2732

Scott Weaver  
Qatar Finance (Qatar)  
[msweaver@qatar.cmu.edu](mailto:msweaver@qatar.cmu.edu)  
Phone: 974-554-8265