Pony Express
✓ Checklist

**APPROPRIATE MAIL**
✓ Pony Express is for MCPS business only
✓ Never send cash or fragile items through the Pony

**PONY ENVELOPE**
✓ Cross out the previous name and write in the space below
✓ Use black or blue ink
✓ Use full name and location

**BOXES**
✓ Use full name and location
✓ Seal box securely
✓ Some departments require specific paperwork before pickup

**SIZE**
✓ Use the Pony bag for Pony envelopes and boxes up to the size of a toner cartridge box
✓ Boxes up to the size of a Xerox paper box should be placed beside the Pony bag

**SORTING**
✓ Large mailings to all locations should be pre-sorted by Pony route
✓ Contact DMM for Pony route lists

**MCPS U.S. MAIL**
✓ Address the envelope as if you were taking it to the Post Office yourself
✓ Envelope must have location name as return address

Department of Materials Management (DMM)
580 N. Stonestreet Avenue, Rockville, Maryland 20850
301-279-3348