

L6: CAMPUS MAIL SERVICE

Effective Date: 3/24/03

Prior Date: 5/2/97

[Fiscal Agent Handbook Index](#) | [University Wide Services Index](#)

Purpose and Scope	Definitions	Authority and Responsibility
References	Questions	Comments
Forms Availability	Pick-up and Delivery Criteria	Mail Schedule
Location and Hours of Operations	Services Available	Mail Criteria
Mail Usage Request Voucher	Metered Postal Voucher	

Purpose and Scope

The purpose of this procedure is to inform the University community of the services available through the campus mail service and the guidelines for using the service.

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For more information contact

[Loretta K. Pienta](#)

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Definitions

None

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References

Mail Services & Receiving Manual (Additional copies of this manual will not be distributed until the manual is updated.)

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Authority and Responsibility

Mail Services is the central facility for handling inter-department non-stamped mail, notices and circulars that originate and terminate on campus. It also handles incoming and outgoing U.S. mail.

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Location and Hours of Operations

Mail Services is temporarily located on the lower level of the Fine Arts Building, FA-003, extension 5319. Hours of operation are 8:00 a.m. to 4:00 p.m., Monday through Friday.

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Forms Availability

Mail Usage Vouchers are available through Printing Services at minimal cost. A separate *Mail Usage Voucher* is required for each different account to be charged.

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Pick-up and Delivery Criteria

- Faculty, staff and student organizations may utilize the campus mail service when it is central to the mission of the University and the mailing relates to official University business. Other authorized materials of community interest for such organizations as the Crusade of Mercy and the Red Cross Blood Drive, designated for on-campus delivery, may be sent through the campus mail service.
- For outgoing mail usage, units wishing to utilize the campus mail service require a University authorized account, as they are billed monthly for outgoing mail usage on a *Metered Postage Voucher*.
- Supervisors can request mail service by directing a memo to Mail Services/Shipping and Receiving that identifies the individuals to receive the departmental/unit mail.
- It is the responsibility of individual units to forward mail to staff members who have left the University. The campus mail service does not perform this function.

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Mail Schedule

Mail pickup and delivery is scheduled twice a day at designated department/unit stops but may be altered to once a day depending on availability of staff. It is the responsibility of each department/unit to distribute and accumulate the mail within the unit.

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Services Available

- First class mail is weighed and metered postage affixed.
- Postage stamps are provided on a charge back basis for those units wishing to dispatch mail after hours.
- Postage stamps, post cards and stamped envelopes for personal use are not sold through the campus mail service.
- Certified, registered, air, special delivery, express, insured and foreign mail services are available.
- A bulk rate permit is maintained by the University.
- Packages and printed materials over sixteen ounces meeting certain size and weight limitations can be sent at a reduced parcel post rate. Books, films and recordings can also be sent at a reduced library rate.

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Mail Criteria

- Mail, if it is to bear metered postage, must have a University return address, must identify the department of origin and must be accompanied by a *Mail Usage Voucher*. This will provide Mail Services staff the means of directing returned mailed to the proper department.
- In order for metered mail to be prepared the same day it is received, it must be delivered to the mailroom no later than 2:30 p.m.
- Stamped mail can be received until 2:30 p.m. to assure same day delivery to the post office.
- Requests for special services can be made on the *Mail Usage Voucher*.
- To use the bulk rate class there must be a minimum of 200 identical pieces of mail imprinted with the bulk rate permit number. The Mail Services/Shipping and Receiving office can provide up-to-date information on this service.

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Facsimiles

➤ Mail Usage Request Form

MAIL USAGE REQUEST VOUCHER				
AUTHORIZED SIGNATURE _____				COST
EXPRESS MAIL SERVICE				
NUMBER OF PIECES		RETURN RECEIPT REQUESTED	<input type="checkbox"/>	
UPS / PRE-PAID ENVELOPE				
NUMBER OF PIECES				
UPS GROUND				
NUMBER OF PIECES		INSURED AMOUNT		
FOREIGN MAIL				
NUMBER OF PIECES		EXPRESS	<input type="checkbox"/>	
DOMESTIC MAIL				
FIRST CLASS				
ITEM	NUMBER OF PIECES	CERTIFIED	RETURN RECEIPT REQUESTED	
LETTER				
FLAT				
PARCELS				
POSTCARDS				
LIBRARY RATE				
BOOKS				
FILMS				
RECORDINGS				

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Questions

The Mail Services staff can help users save money on their postage costs. For assistance in planning your mail requirements, please refer to the *Mail Services & Receiving Manual*. If you still have questions, please contact the Mail Services Shipping and Receiving supervisor at extension 5319.

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Comments

Your comments and suggestions are welcomed.

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