MAIL SERVICES OFFICE FUNCTIONS

I. REFERENCES


B. Systemwide Business and Finance Bulletin (B&FB)
   - BUS 65 Guidelines for University Mail Services

II. POLICY

Campus mail services provides delivery, collection, and processing official University mail. These services are provided exclusively for official University business. Mail services may be used by University-related and registered student organizations, and co-sponsored activities. Use by organizations or individuals for political, sectarian, commercial, and other special purposes shall be prohibited except as provided for by existing campus regulations.

The following regulations for mail services shall be observed by all and shall guide campus policies and procedures:

Postal meters shall be installed only at the central mail unit to assure maintenance and auditable records of meter usage and to comply with U.S. Postal Service regulations governing the University's postage metering privileges. Installation and use of U.S. Postal Service meter machines by a campus department, other than the central mail unit, is not permitted except with prior written approval by the Chancellor or designee (a copy of the approval shall be sent to the central mail unit). Such requests for approval shall be considered only in situations when use of the central mail unit's meters is physically impractical (such as remote, off-campus location or a contract station).

The central mail unit shall maintain an adequate inventory of postal supplies which departments may request (at no charge) to meet mailing needs.

The Manager of Mail Services reports to Associate Controller at Business & Financial Services, and is responsible for the following specific functions:

A. Mail Service
   Provides its users with current information regarding mail schedules and rates, preparation of mail, use of certified and registered mail, express mail, forwarding requirements, and other postal matters so processing U.S. mail can be expedited at the lowest possible cost. Processing of official U.S., intracampus and intercampus mail; establishing schedules, pickup and delivery points; and maintaining liaison between the campus community and the U.S. Postal Service.

B. Addressing Service
   Addressing official University material using computer generated mail lists which are maintained and ordered through this office. This service also provides address list(s) cleansing.
C. Messenger Service

Maintains an on-call pickup and delivery service for official University matter.

D. Student Post Office

Provides all types of mail services to resident students.

E. U.S. Neighborhood Post Office

Provides a variety of personal mailing services to resident students, non-resident students, faculty and staff.