

UNIVERSITY OF PITTSBURGH POLICY 10-01-02

CATEGORY: SUPPORT SERVICES
SECTION: Mailing Services
SUBJECT: University Mail
EFFECTIVE DATE: March 21, 1993
PAGE(S): 3

I. SCOPE

This policy establishes the responsibilities of University Mailing Services and all faculty, staff and students regarding the use of University mail.

II. POLICY

University Central Business Services, through its Mailing Services department, is responsible for processing all campus mail, metering outgoing U.S. mail, processing charges to departmental accounts, and coordinating and handling all registered, certified, and express mail. Use of University mail or associated services for other than approved University business is prohibited.

Each department administrator is responsible for ensuring that all material received and/or distributed for their department through the University Mail System is consistent with this policy.

Mail - General

Mailing Services handles all forms of registered, certified, insured, and express mail in addition to regular first class, straight third class, fourth class (parcel post), straight and non-profit bulk, as well as international air and surface mail. Information pertaining to postage or service cost is available from the customer support service department.

Delivery and collection schedules are established by Mailing Services based on building locations, mail volume, vehicle patterns, and U.S. Post Office schedules. Carriers may not collect or deliver mail to any unauthorized area. Any variation must be authorized by Mailing Services.

Departments must process all outgoing University-business mail which requires postage through the University Mail Service.

Departments must provide individual bundle separation as follows:

- Campus
- International
- Special Services
- To be Metered

Campus Mail

New and used reusable campus envelopes, provided by Mailing Services, should be used for campus mail.

Special Services Mail

Special services mail includes all U.S. Post Office express (authorized for U.S. Post Office addresses only), registered, certified, and insured items. FORM 0149, Mailing Service Request, must accompany all special service mail. Special services mail which is received after 3:00 p.m. will be dispatched the following day at 8:00 a.m.

Express Mail

United Parcel Service (UPS) has been designated as the University's certified express mail carrier. Except for express mail sent to U.S. Post Office Box Number Addresses, invoices for express mail services provided by any other carrier will not be paid by the University. Express mail is only to be used in matters of extreme urgency.

Permit Mail

The University's mailing permit imprint #511 (non-profit bulk) and #1752 (business reply) may be used **only** for official University business and such use must be authorized by the Manager of Mailing Services. Those organizations or groups who do not qualify under the University's permit can establish their own permit imprint account by contacting Mailing Services.

International Mail

All mail destined for countries outside the United States and its possessions is considered international mail. All international mail must be in envelopes with complete address and country of destination identified in capital letters. Self mailers and window envelopes are unacceptable for international mail.

International Special Services Mail

Special services vary from country to country. Most countries do offer registry service and insurance. Return receipt can be used only with special service. Certified mail is not available. Express mail is available in most countries. Mailing Services must be contacted for confirmation.

Forwarding Mail

When individuals leave the University, it is the responsibility of the individual's department to forward their mail by crossing out the old address (leaving the individual's name), and writing in the new address and the words "please forward." Forwarding service is only available for first class, priority, or mail labeled "forwarding and return postage guaranteed." To forward opened mail, it must be repackaged and postage paid.

Refusing Mail

Anyone may refuse mail, providing that it has not been opened, by crossing out the address, marking "refused" or "return," and placing the item into the campus mail system. Bulk rate, third class, or non-profit mail that is not labeled "forwarding and return postage guaranteed" or "address correction requested" cannot be returned to the sender and may be discarded.

Personal Mail

The University Mail system is a restricted service. It is not to be used for personal use, private gain, or by non-University groups or for the advertisement of programs not sponsored by the University. All personal mail, e.g. magazines, bank statements, advertisements, etc., must be directed to the home address of the recipient employee or student.

Reimbursable Postal Expenses

Postal expenses incurred out-of-town while on University business are reimbursable with original receipts through a Travel and Business Expense Report.

Postage Stamps

Postage Stamps may be purchased with University funds as specified in Policy 10-01-03, Postage Stamps.

III. REFERENCE

[Procedure AO 37, University Mail](#) (formerly 10-01-02)

[Policy AO 29, Postage Stamps and Postal Cards](#) (formerly 10-01-03)