

CATEGORY: SUPPORT SERVICES
SECTION: Mailing Services
SUBJECT: University Mail
EFFECTIVE DATE: March 21, 1993

I. PURPOSE

To outline the processes for requesting various mailing services.

II. SCOPE

This procedure applies to all mail to be processed through the University mail system.

III. DEFINITIONS

Special Service Mail includes all U.S. Post Office express, registered, certified, insured items, return receipt, and restricted delivery.

Permit Mail includes all mail using either the University's mailing permit imprint #511 or, in cases of groups who do not qualify under the University's permit, those having their own permit imprint.

International Mail includes all mail destined for countries outside the United States and its possessions.

Personal Mail includes all mail which pertains to a person's private life, e.g. magazines, bank statements, utility and credit card bills, advertisements, etc., and which would normally be addressed to an individual's home address.

Express Mail includes all mail sent via overnight carrier.

Non-Profit Bulk Mail is third class mail consisting of a minimum of 200 pieces or 50 pounds. Each mailing piece must be of identical weight. Non-profit bulk is a domestic service only.

IV. ADMINISTRATIVE RESPONSIBILITIES

The Manager of Mailing Services is responsible for the internal distribution of mail to faculty, staff, and students and for the handling and distribution of all outgoing U.S. and international mail.

Department Administrator is responsible for ensuring that all mail charged to the departmental budget is related to University business.

V. PROCEDURE

Responsibility Action

A. Preparing Outgoing U.S. Postal Mail (with the exception of those listed)

- Requester
1. Count and bundle all outgoing U.S. postal mail.
 2. Complete and attach a yellow mailing card (Exhibit A) indicating:
 - Sender's name
 - Department name
 - Departmental FAIS account number
 - Number of pieces of outgoing mail.
 3. Deposit mail in designated mail receptacle.

- Mailing Services
4. Process mail and charge to appropriate account by interdepartmental charge (IDC).

B. Requests for Special Services

- Requester
1. Complete FORM 0149, Mailing Service Request (Exhibit B), according to the Form Instruction Guide.
 2. Attach FORM 0149 to mail and deposit in designated mail receptacle.

- Mailing Services
3. Process mail and charge to appropriate account by interdepartmental charge (IDC).

C. Preparing Outgoing Express Mail

- Requester
1. Contact Mailing Services to obtain preprinted airbills.
 2. Complete recipient portion of airbill (Exhibit C), sign and date, and attach to item being shipped.
 3. Contact UPS Express Mail carrier at 1-800-562-4579 for pickup.

D. Requests for Bulk Mail Services

- Requester
1. Complete FORM 0007, Mailing Requisition (Exhibit D), according to the Form Instruction Guide.
 2. Attach FORM 0007 to mail and deposit in designated mail receptacle or contact Mailing Services for pickup.

- Mailing Services
3. Process mail and charge to appropriate account by interdepartmental charge (IDC).

E. Preparing Business Reply Mail

- Requester
1. Complete FORM 0007, Mailing Requisition (Exhibit D), according to the Form Instruction Guide.
 2. Send completed FORM 0007 with sample of business reply mailer attached to

Mailing Services prior to mailing.

Mailing Services 3. Process mail and charge to appropriate account by interdepartmental charge (IDC).

VI. REFERENCES

- [Policy AO 37, University Mail](#) (formerly 10-01-02)
- [Procedure AO 24, Name and Address Lists and Labels](#) (formerly 10-01-01)

VII. EXHIBITS

- Exhibit A - Outgoing U.S. Postal Mail Card
- Exhibit B - UPS Express Mail Airbill
- Exhibit C - Mail Service Request
- Exhibit D - FORM 0007, Mailing Requisition