

# Post Office

Policy 508

## 1 Purpose

The purpose of this policy is to provide an overview of the Appalachian State University Post Office.

## 2 Scope

This policy applies to all University staff responsible for creating, reviewing, or approving University policies.

## 3 Definitions

## 4 Policy and Procedure Statements

### 4.1 Post Office Manager Responsibilities

The Post Office Manager has overall administrative responsibilities for the daily operation of the Postal Service.

### 4.2 Services

#### 1. **Outgoing U.S. Mail**

Outgoing U.S. Mail must be picked up from each office. Outgoing mail must be prepared for pickup when the mail carrier arrives. All mail must be in envelopes of regulation size or postcards of regulation size and thickness.

#### 2. **Change of Campus Address**

The Postal Service must be notified of any campus address changes or corrections. Departments must notify the Post Office of each new staff employee and faculty member when they arrive on campus.

#### 3. **Forwarding Mail**

The Postal Service maintains a central mark-up system for the purpose of forwarding mail after a student leaves the University community. Each student, who leaves the University must change their forwarding address through their Appalnet account.

#### 4. **Addressing Outgoing Mail**

Outgoing mail must be specifically addressed to the place where the post office is to deliver it. Mail bearing both a street address and post office box number will be delivered to the address shown on the line immediately preceding the city and state of destination. All addresses for U.S. Mail must contain the correct zip code.

All outgoing U.S. Mail must have a return address. The return address must contain the name of the University department and must be in the upper left corner of the envelope.

## 5 Additional References

## 6 Contact Information

Post Office | 828-262-2246 | [stansberrybi@appstate.edu](mailto:stansberrybi@appstate.edu)

## 7 Original Effective Date

## 8 Revision Dates

Jan 20, 2022