

Campus Mail Service

Policy 508.2

1 Introduction

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 Interoffice Mail

4.1.1 Two Daily Deliveries

4.1.1.1 The University Postal Service provides an interoffice campus mail service to all departments on campus. Postal personnel pick up and deliver mail to all departments daily starting at 9:30 a.m. and again at 1:30 p.m.

4.1.1.2 Mail going to another University office is placed in an interoffice messenger mail envelope. These items are then delivered to the addressee at no charge to the sender. Interoffice messenger mail envelopes can be obtained from the Central Warehouse.

4.1.2 Student Mail

4.1.2.1 The Postal Service strives to provide a complete postal service for all students. Each department can mail to students at their University Post Office mail box without applying postage. Mountaineer Apartments are not considered a University address and postage must be applied. (Postal Service Policy Statement 3) .

4.2 Incoming U.S. Mail

4.2.1 The objective of the Postal Service in handling incoming U.S. Mail for departments is to complete a turnover of all mail each day, thus delivering all incoming mail on the same day of receipt. Incoming U.S. Mail is received at the University Post Office, Monday through Saturday. However, campus deliveries are not made on Saturdays.

4.3 Outgoing U.S. Mail

4.3.1 Outgoing U.S. Mail is picked up from each office at the same time that interoffice mail is picked up and delivered. It is important that outgoing mail be prepared for pickup when the mail carrier arrives so that mail will not be delayed. It is then metered with the proper postage, charged to the department, and dispatched the same day from the Boone Post Office. Because this mail is processed through a postage metering machine, all mail must be in envelopes of regulation size or postcards of regulation size and thickness. See Postal Service Appendix Statement 5 for standard sizes.

4.4 State Courier Mail

State Courier mail is dispatched from the University Post Office at approximately 10:00 a.m. Incoming State Courier mail is received at approximately 1:30 p.m.

4.4.1 Personal Mail

4.4.1.1 The campus mail system should not be used to mail personal mail; outside Federal mailboxes are located near many buildings on campus for deposit of personal mail.

4.5 Change of Campus Address

4.5.1 To help expedite the delivery of mail to departments and individuals on campus, the Postal Service must be notified of any campus address changes or corrections. Notification should be made by a memo addressed to the postal supervisor.

1. Departments must notify the Post Office of each new staff employee and faculty member when they arrive on campus.

2. Submit a memo to the Post Office of any change in campus address.

4.6 Central Mark-Up System

4.6.1 Forwarding Mail

4.6.1.1 The Postal Service maintains a central mark-up system for the purpose of forwarding mail after a student leaves the University community.

4.6.2 Necessary Form

4.6.2.1 Each student, who leaves the University should fill out a Change Of Address Card, DS Form 3575, and submit it to the central mark-up clerk. These forms are maintained and updated for a period of one year.

4.6.3 Faculty Mail

4.6.3.1 A faculty member's mail should be forwarded by the departmental secretary.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates