

# Preparing Outgoing Mail

Policy 508.7

## 1 Introduction

## 2 Scope

## 3 Definitions

## 4 Policy and Procedure Statements

Procedure References - Refer to the various Policy Statements in this section for additional information.

### 4.1 Procedure Description

#### 4.1.1 Outgoing Mail

4.1.1.1 Outgoing U.S. Mail is picked up from each office twice daily. It is then metered with the proper postage, charged to the department, and dispatched the same day from the Boone Post Office.

4.1.1.2 Properly prepare all outgoing mail prior to your office's pickup/delivery time. The campus mail carriers will not pickup mail that has not been properly prepared .

#### 4.1.2 Property Address All Outgoing Mail

4.1.2.1 Procedure Steps

4.1.2.2 Refer to Policy Statement 3, Addressing Outgoing Mail , in this section for additional information.

#### 4.1.3 Securely Package Items Being Mailed

#### 4.1.4 Separate Mail According to Types

4.1.4.1 Each person responsible for preparing outgoing intercampus and United States Mail for pickup should separate it in the following manner:

1. First Class Mail (light weight)
2. First Class Mail (heavy weight)
3. Third and Fourth Class Mail
4. Special Service Mail (i.e. certified, insured, etc.)
5. Foreign Mail
6. Inter-campus Mail
7. Student Box number order with Charge Slip - Mailing to Student Boxes, Mass Mailing
8. State Courier Mail

#### 4.1.5 Complete Campus Mail Charges/Pickup Slip

4.1.5.1 Indicate the following information in the labeled blanks:

**From Dept.** : The name of department sending mail

**Budget Acct. No.** : The sending department's postage budget account number. This number should be the same as the Bar Code Card.

**Authorization To Meter:** The total number of pieces of mail to which the Postal Service will apply postage

**No. of Pieces:** Indicate the number of pieces of mail being sent for each rate classification.

Postal Service personnel will complete any necessary rate amounts, compute totals for each rate classification, and sum the

total postage due for this mailing.

**Date** : Month, day, and year mail is being sent

**Signature** : Signature of person preparing mail

Attach Campus Mail Charges Pickup Slip and Bar Code Card to outgoing mail and place in outgoing mail container.

Improperly prepared mail or mail containing irregularities will be returned to the department for correction.

## **5 Additional References**

## **6 Authority**

## **7 Contact Information**

## **8 Original Effective Date**

## **9 Revision Dates**