

U.S. Federal Postal Contract Station

Policy 508.3

1 Introduction

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 Services

4.1.1 Appalachian State University operates a Federal Postal Service Contract Station which functions similarly to any other Federal Post Office. Students, faculty, staff, and the general public can purchase stamps, money orders, postal cards, and envelopes. Mail can be sent registered, certified, insured, express mail and C.O.D. Departmental mail sent Registered or Express must be taken to the contract station window for processing. The department budget code number, Campus Mail Charges/Pickup Slip, and Bar Code Card will be needed for appropriate billing. All services must be paid for at the time with cash or Appalachian State University check. Personal checks are not accepted.

4.2 Operating Hours

4.2.1 The Contract Station observes the following operating schedule:

4.2.2 Monday through Friday 8:00 a.m. - 5:00 p.m.

4.3 Holidays

4.3.1 The Contract Station observes all Federal holidays and is not open during University breaks and holidays. However, services can be obtained during University breaks by requesting them at the Postal Service Office or by calling the Postal Supervisor at 262-2242.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates