

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NUMBER: IV:04:01**

**DATE: May 1, 1987**

**REVISION/REVIEW DATES: August 1988, April 1993, May 1997, Mar 2014**

**SUBJECT: University Mail Center**

**APPROVED: William A. Meehan, President**

**PURPOSE**

The purpose of this policy is to establish and document University guidelines concerning mail operations on campus.

**POLICY**

The Jacksonville State University Mail Center is operated by private contract and provides a variety of services to the University community. The Mail Center works closely with and is a customer of the Jacksonville U.S. Post Office.

**METERED MAIL**

1. Metered mail is only for official University business.
2. Envelopes to be metered must contain the Departmental (return) address of the sender.
3. Mail brought to the Mail Center for metering must arrive by 3:30 P.M. daily to insure processing and dispatch the same day.
4. Metered mail that requires special treatment must be separated and tagged, i.e., certified, U.P.S., foreign or insured.
5. Departments should tag only those oversized [larger than 9 ½" x 4 ½"] envelopes and parcels "First Class" that require immediate delivery. Those not requiring rapid delivery will be mailed "SPECIAL FOURTH CLASS" to take advantage of the lower postage rates.
6. Outgoing mail requiring larger-than-letter-size envelopes should be sealed prior to delivery to the Mail Center.
7. Mail to be metered must not be mixed with Campus Mail.

8. A standardized "Mail Box Unit" should be used to separate mail at all central pickup and delivery points. Outgoing mail should be grouped into three categories – Campus Mail, Stamped Mail, or Metered Mail.

### **PRE-SORT MAIL**

A savings may be realized for your department when outgoing mail qualifies for the Pre-sort Rates. Please separate and bundle mail to be metered into the following Zip Codes: 352, 359, 362, and all others in Zip Code order, from low to high.

### **UNIVERSITY MAIL TO EMPLOYEES AND STUDENTS**

Mail addressed to University employees must be sent through Campus Mail. An exception may be made when the employee is away from Campus for an extended period, i.e. not teaching during a summer term. Mail addressed to currently-enrolled students must be sent through Campus Mail to the student's mail box unless the student has chosen the Mail-at-Home option

### **PERSONAL MAIL**

Personal mail should NOT be sent to the campus address of an employee. Billing statements, bank statements, catalogs, and all other items of a personal nature should NOT be addressed through the University.

### **CAMPUS MAIL**

1. Campus mail is for official University business only.
2. Campus mail envelopes must contain the name and department of the recipient.
3. Interdepartmental mail should be stamped "CAMPUS MAIL" or sent in a brown departmental envelope.
4. Campus Mail must be separated from metered mail.
5. "Flyers" to be distributed must be for official University functions.
6. **Political advertisements, sale papers, advertisements, and commercial brochures** will not be handled through the Mail Center

### **STAMPED MAIL**

Outgoing Stamped Mail should be separated from both Metered and Campus Mail.

## **WINDOW SERVICE**

1. The Mail Center Service Window is open from 8:00 A.M. until 6:00 P.M. Monday through Thursday, and 8:00 A.M. until 5:00 P. M. on Friday.

## **UNITED PARCEL SERVICE (UPS)**

University departments, faculty, and staff members may ship parcels through the United Parcel Service. Departmental usage is restricted to official University business, and will be charged to the departmental postage budget; personal charges must be paid when the parcel is delivered to the Mail Center. All outgoing UPS items must be in the Mail Center by **2:00 P.M.** each day.

## **FAX SERVICE**

FAX service is available to faculty, staff and students of Jacksonville State University. Rates for this service are available at the Mail Center.

## **BUSINESS REPLY ENVELOPES (BRE)**

The Jacksonville State University BRE is available for use by all departments. Pre-printed envelopes may be used for all responses to surveys, contribution campaigns, or other return correspondence. The name of the department to which the Business Reply mail is to be directed should be placed on the return envelope. The departmental postage budget will be charged only for items actually returned.

## **BULK MAILINGS**

Bulk mailings are processed as time permits. Since these mailings are processed and dispatched last they must be delivered to the Mail Center early (at least two days lead time) so that time does not become a major factor. Bulk mailings are subject to the following:

1. Mail must be properly bundled, stamped, and tagged by the sender prior to delivery to the Mail Center.
2. A total piece count of the Bulk Mailing must be included.
3. Supplies, instruction guides and other assistance required in preparing Bulk Mailings will be provided by the Mail Center.

## **MAIL CHARGES**

The cost of processing official University mail will be charged to the budget unit on the return envelope or the budget unit designated. The department postage budget will be charged for notification of updated addresses if "Address Correction Requested" is included on outgoing

mail. The Campus Mail Center will be notified of the address correction notification charge by the U. S. Post Office.

### **MAIL PRIORITIES**

It is the goal of Jacksonville State University Mail Center to process all University mail in an expeditious manner (both incoming and outgoing). However, first priority is given to First Class Mail.

### **RESPONSIBILITY**

The Vice President for Finance & Administration is responsible for this policy.

### **EVALUATION**

This policy will be reviewed every two years by the office of Business & Auxiliary Services.