



**Angelo State University
Operating Policy and Procedure**

OP 74.02: Mail Services

DATE: July 3, 2012

PURPOSE: The purpose of this OP is to establish a policy defining the availability and core operations of various university services.

REVIEW: This OP will be reviewed in June of every 4th year by the executive director of materials management with recommended revisions forwarded through the vice president for finance and administration to the president by July 15 of the same year.

POLICY/PROCEDURE

1. Authority of Mail Services

Mail services has a USPS permit and is a university operated mail business that provides a centralized and unified system of processing, receiving, storing, and distributing mail for students, faculty, staff and the community. Mail services is the official receiving point for all USPS mail, UPS, and FedEx small envelopes and parcels for university departments, and residence halls. The legal obligation of USPS ends when mail is delivered to mail services.

2. Campus Mail

The campus mail system is a state restricted service. It is not available for the personal use or private gain by non-university groups for the advertisement of non-university sponsored programs. Departments will be assigned a campus mailbox in the administration building through which all on-campus mail and other authorized material will be distributed. These boxes should be checked daily. Campus mail is defined as mail, other than U.S. mail, related to university business whether it be directed to administration, faculty, or selected staff. Campus mailboxes will not be used for the distribution of political announcements, commercial advertisements, or personal communications.

3. Post Office Boxes

Each department is assigned a post office box, which is charged against the departmental budget. The box number may be used as the return address for all departmental mail. Department boxes are to be used for official university business. It is a violation of university policy to have personal mail addressed to a departmental box. Post office boxes in mail services are required for students who reside in university housing. Employees of the university and non-housing students may rent post office boxes, if available, at their own expense for individual use.

4. Incoming Mail

- a. U.S. mail for employees or students should be addressed to the assigned ASU Station number in mail services.
- b. U.S. mail received without an ASU Station number but addressed to Angelo State University will be considered university business mail, and mail services will attempt to process it.
- c. Mail is considered delivered to Angelo State University after USPS has delivered it to mail services, not according to the time stamp on the USPS website. At the time of delivery, mail services will sort and distribute by mail box number then post mail availability on RamPort. Mail services will place a package slip in boxes to notify customers of packages received.

5. Outgoing Mail

- a. Outgoing mail will be processed upon receipt for same day processing when received in mail services by 3:00 p.m. It is a violation of state law to send personal mail with university postage.
- b. All outgoing mail not bearing a valid return address will be returned to the sender for correction. Mail Services will not be responsible for inaccurate postage applied to mail because of improper preparation.
- c. All metered mail must have "Angelo State University" and the department name written or printed in the return address. Departments must complete a charge slip listing the department name, box number, and correct account number to charge for postage. Department mail that does not have the correct information on the charge slip or appropriate return address will be returned for correction.
- d. Bulk mail must be in numeric zip code order and sealed prior to drop-off. Bulk mailings must have the ASU permit number imprinted on the envelope and contents be of a non-profit nature:

ASU's non-profit mailing permit is an authorization to mail at the non-profit standard mail rates and is a privilege reserved by law to authorized organizations. Civil and criminal penalties apply to false, fictitious, or fraudulent use of non-profit mailing. To protect ASU's permit, the following rules must be followed:

- (1) An authorized organization must not rent, delegate, or lend its non-profit mail permit to any other person or organization.
 - (2) Any department using the non-profit permit without proper authorization will lose its mailing privileges.
- e. For more information on various types of outgoing mail options offered, please review the [mail services website](#).