
MAIL SERVICES

PURPOSE: To establish the organization and procedures for all movement of campus mail.

- A. Boise State University Mail Services has been assigned the responsibility for receiving all incoming mail and disbursing and accounting of all outgoing mail of the University, as well as the movement of all interdepartmental campus mail.
- B. Mail Services adhere to all federal postal regulations and the Manager of Mail Services has been designated the University's liaison with U.S. Postal authorities.
- C. Only recognized University departments may utilize the services of Mail Services. Requests for use of Mail Services by other than University departments must have approval of the Vice President for Finance and Administration or his/her designated representative(s).
- D. The priority of providing services through Mail Services is as follows unless an exception is made by the Manager of Mail Services: (1) instruction, (2) research, (3) administration, and (4) student activities.
- E. Any mail coming to Mail Services and construed as being potentially discrediting to any member of the University will not be accepted or disbursed without additional administrative approval. Additional administrative approval, if required, is defined as follows:
 1. Instruction - department chairperson or dean
 2. Research - Dean of the Graduate College or the Director of the Office of Research Administration
 3. Administrative - immediate supervisor
 4. Student Activities - Director, Student Activities and Student Union
- F. Campus Mail Services adheres to the following in the campus delivery of U.S. and campus mail:
 1. Deliveries are made only to mail stops defined in item C above.
 2. Mail carriers deliver and pick up all mail from only one designated point at each mail stop.
 3. Mail carriers are not authorized to change the location of the mail stop within an office nor add a new mail stop on their route.
 4. It is the responsibility of the administrative offices and academic departments to distribute mail to the different divisions within each mail stop.
- G. Mail Services adheres to the following in regards to outgoing federal mail:
 1. All outgoing federal mail must be properly addressed including Zip Code. If you do not have a zip code directory, please contact Mail Services for the proper Zip Code.
 2. All postage to be affixed to outgoing federal mail will be charged to a departmental account. Therefore, all such mail sent to Mail Services must have a

departmental account number shown in the upper left-hand corner of the envelope. This reply also applies to business envelopes, postcards, etc. Any such mail sent to Mail Services without an account number will be returned to the issuing department for account number application.

3. Departments considering mass mailing should consult with the Manager of Mail Services prior to printing to ensure that the printed matter can be mailed at the least possible cost and difficulty.
4. It is the responsibility of each department to forward mail to former members of the department. All first-class mail is forwarded free of additional postage. To forward mail, draw a line through the incorrect address, readdress the piece of mail to the addressee's new address, and direct it to Mail Services. Please do not obliterate the old address. Do not mark "Return to Sender."

Registered or certified mail to be forwarded should be endorsed to show the new address and should be enclosed in a campus envelope addressed to Mail Services marked "to be forwarded." Mail Services cannot assume responsibility for registered or certified mail that is improperly forwarded.

H. Mail Services adheres to the following in regards to interdepartmental campus mail:

1. All interdepartmental campus mail must show both the name and department of the addressee to ensure proper routing.
2. The following classification of non-U.S. mail originating on the campus or directed to University personnel may be processed through Mail Services if properly addressed and presented with all necessary approvals.
 - a. Interoffice communications.
 - b. University department circulars and bulletins.
 - c. Unstamped confirming telegrams delivered to Mail Services by Western Union.
3. The following classifications are examples of non-U.S. stamped mail which will not be accepted either at Mail Services or by the mail carrier:
 - a. Any material, if stamped, which would be prohibited by federal postal regulation.
 - b. Personal unstamped mail involving non-University organizations.
 - c. Personal greetings.
 - d. Literature, circulars, or notices originated by non-University organizations.
 - e. Personal books or University library books.
 - f. Petitions, money solicitations, and membership recruitment not originated by the University administration.
 - g. Election or campaign literature of a partisan nature.
 - h. Correspondence which violates the policies of the State Board of Education, Board of Trustees for Boise State University.
 - i. Items of material value such as money, money orders, checks, etc.
 - j. Unstamped commercial solicitations.
 - k. Unstamped advertisements for the sale or rental of personal or real property.

- I. If mail is opened by mistake, the mail should be marked as follows and returned to Mail Services for redistribution: OPENED BY MISTAKE AT (office's name) OFFICE.
- J. Stamps, postcards, etc., for personal mailing are not available through Mail Services. These items are available at the information desk at the Student Union Building. Limited stamps are also available for sale at the Cashier's Office.