University Policy 8080

Mail Service

Effective Date
July 1981

Last Revision Date
July 2015

Responsible Party
Vice President and Chief Financial Officer, (208) 426-1200

Scope and Audience
This policy applies to all University departments and units.

1. Policy Purpose
To establish the authority for all movement of campus mail.

2. Policy Statement
Central Postal Services, through the Idaho Department of Administration, provides mail services for the University. This includes gathering, sorting, and delivering all interdepartmental campus mail, and mail routed through the United States (U.S) Postal Service.

3. Responsibilities and Procedures
a. Central Postal Services adheres to all federal postal regulations and the Manager of Mail Services has been designated the University’s liaison with U.S. Postal authorities.
b. Only recognized University departments may utilize the services of Central Postal Services. Requests for use of Central Postal Services by other than University departments must have approval of the Vice President and Chief Financial Officer, or designee.

c. Mail services procedures, guidelines, and assistance may be found on the University Mail Services website.

4. Related Information

Central Postal Services
https://postal.idaho.gov/

University Mail Services Website
https://www.boisestate.edu/oit/

Revision History

July 2015