

EDINBORO UNIVERSITY OF PENNSYLVANIA

UNIVERSITY MAIL-Policy No. C038

Supersedes Policy No. C038, Dated June 12, 1991

Recommended for Approval By Richard E. Morley, Vice President for Financial Operations

Approved By Foster F. Diebold, President on May 10, 1994

Review Date: As Required

INTENT

Correspondence is critical to effective office operations and thus to the University as it fulfills its mission. The University utilizes a Mail Services Department to facilitate the orderly and efficient processing of internal and external mail. The intent of this policy is to define the parameters and regulations regarding the use of this service.

POLICY

All correspondence that is directed to students, parents or other University constituents represents the University. Employees who create and handle correspondence are charged with responsibility for the generation, distribution and use of services to transmit correspondence.

1. GENERAL

As a matter of fiscal importance and cost control, all external mailings may be reviewed for the following:

- a. appropriateness to University mission, goals and compliance with policies
- b. return address, sending cost center number and pre sorted ZIP code order
- c. applicability for bulk mailing

2. USE RESTRICTIONS

- a. Only University operating departments may use University mail facilities.
- b. The use of University postage and indicia are restricted and governed by the regulations of the United States Postal Service as described in the Domestic Mail Manual and the International Mail Manual. The regulations include rates of postage, descriptions of the classes of mail, bulk mail and conditions governing its use.

- c. University operating units may mail only University related matter and may not delegate or lend the use of their authorization to any other person or organization.
- d. In order to reduce postage expense, large external mailings, when possible, should contain postnet barcoding.

3. REIMBURSEMENT FOR USE OF UNIVERSITY POSTAGE

- a. Separate University corporations, are subject to billing for their use of University postage.
- b. Grant proposals which have mailings as part of their program should be budgeted to include postage costs.