

**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, March 2014, April 2022, June 2023**

**SUBJECT: University Mail Center**

**APPROVED: Dr. Don C. Killingsworth, Jr., President**

**PURPOSE**

This policy establishes and documents University guidelines concerning mail operations on campus.

**POLICY**

The Jacksonville State University (JSU) Mail Center provides a variety of services to the University community. The JSU 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 JSU business.
2. Envelopes to be metered must contain the Departmental (return) address of the sender.
3. Mail brought to the JSU Mail Center for metering must arrive by 3:30 P.M. daily to ensure 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. Outgoing mail requiring larger-than-letter-size envelopes should be sealed prior to delivery to the Mail Center.

6. Mail to be metered must not be mixed with Campus Mail.
7. A standardized "Mailbox 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**

Departments are encouraged to pre-sort mail. Pre-sort Rates with eligible mail provide cost savings to JSU. To receive this savings, staff should 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 JSU 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 JSU Mail Center 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. The name and department of the recipient should be legible and clearly visible on the campus mail envelope.
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**

The Mail Center and I.D. Office Service Windows are open from 8:00 A.M. until 4:30 P.M. Monday through Friday.

### **PARCEL SERVICE (UPS, FedEx, and USPS)**

Currently enrolled students are able to receive letter mail and trackable inbound UPS, FedEx, DHL, and USPS items. For the safety and security of our students, mail and packages are not delivered directly to the residence halls or Greek houses. All deliveries are made to the Campus Mail Service Center.

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 JSU faculty, staff, and students. Rates for this service are available at the Mail Center.

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

The JSU 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 returned.

## **BULK MAILINGS**

Bulk mailings are processed as time permits. Since these mailings are processed and dispatched last, they must be delivered to the JSU 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 JSU 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 JSU Mail Center to process all University mail in an expeditious manner (both incoming and outgoing). However, priority is given to First Class Mail.

## **RESPONSIBILITY**

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

## **EVALUATION**

This policy will be reviewed at least every five (5) years by the Office of Auxiliary and Business Services.