

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: University Business Mail Service

**Regulation and Procedure
Number: URP: 04.550**

Policy Owner: Finance and Administration

POLICY STATEMENT

Texas Woman's University ("TWU" or "University") Business Mail Services provides on-campus mail service for all incoming and outgoing business University mail and intra-campus University mail.

APPLICABILITY

This policy is applicable to TWU Employees.

DEFINITIONS

1. "Business Reply Mail" means a service provided by the United States Postal Service ("USPS") that enables a sender (a permit holder) to provide a recipient with a convenient, prepaid method for replying to a mailing.
2. "Employee" means an individual who is employed part-time, full-time, or in a temporary capacity as faculty, staff, or who is required to be a student as a condition of employment, undergraduate or graduate.
3. "Marketing Mail" means a mailing permit that grants permission to use a certain postage payment method for commercial mailings. This mail is not required to be mailed as First-Class Mail or Periodicals.
4. "Postage Metering" also known as "metered mail" means a machine that stamps pieces of mail to show that postage has been paid.

REGULATION AND PROCEDURE

I. University Business Mail Services

University Business Mail Services operates TWU's business mail service to assist departments with their daily intra-campus and business mail. Departmental mailboxes, at all locations, are for the convenience of TWU employees and TWU administrative offices.

II. Mailing Permits

University Business Mail Services will maintain permits for USPS Business Reply and USPS Marketing Mail.

III. Postage Metering

A. University Business Mail Services provides postage metering services for outgoing University mail. All metered mail must have a return address which, at a minimum contains the following:

1. TWU Employee Name;
2. "Texas Woman's University" (or "TWU") and Department Name; and
3. Street Address and Zip Code.

B. Departments are responsible for the cost of Postage Metering. University Business Mail Services requires a departmental account be provided prior to processing the mail for Postage Metering. Billing for Postage Metering is managed through the University Controller's Office via interdepartmental transfer of funds from the departmental account provided.

IV. Department Mail

A. University departments are responsible for:

1. Retrieving and distributing incoming mail that is collected for them and held at University Business Mail Services;
2. Paying postage due fees; and
3. Notifying senders of misaddressed mail received by employees within the department.

B. Departments may rent a Post Office Box directly from USPS. Department who utilize a Post Office Box from USPS will be responsible for all management of the Post Office Box, including but not limited to, the billing costs and mail retrieval.

V. Compliance

A. The use of University Business Mail Services is restricted to official business of the State of Texas and Texas Woman's University. The following are prohibited:

1. Sending personal mail through inter and intra-campus mail;

2. Using University postage metering services for personal mail;
3. Using state appropriated funds for mailing personal items, letters, or cards;
4. Mailing material to influence legislation; and
5. Using University-owned postage for anything other than official business of the State of Texas and Texas Woman's University.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

None

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