

**Texas Woman's University  
University Regulation and Procedure**

**Regulation and Procedure Name: Campus Mail Service**

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

**Policy Owner: Finance and Administration**

**POLICY STATEMENT**

None

**APPLICABILITY**

This policy is applicable to TWU Employees.

**DEFINITIONS**

None

**REGULATION AND PROCEDURE**

I. Campus Mail Service

The University operates an internal campus mail service to assist departments with their daily interoffice and off-campus mail. Departmental mailboxes, at all locations, are for the convenience of faculty and administrative offices. These mailboxes are restricted to official University business. Advertising, political literature, and other non-business mailings are prohibited. Only official University mail should be placed in the campus mail system.

**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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