I. PURPOSE AND SCOPE

The purpose of this document is to describe the mailing services provided for all employees and residential students. This document applies to all faculty, staff, student employees, and residential students of the University of Houston who will use the services provided by University of Houston Postal Services. This document has been written to ensure prudent management of all funds allocated to University of Houston Postal Services for carrying out mailing applications for faculty and staff. This document outlines the principles governing postage expenditures and prescribes procedures for ensuring appropriate signature authority for all non-permit postage expenditures. These apply to all users of university funds.

This document is applicable to all university postage funds.

II. POLICY STATEMENT

University of Houston Postal Services exists primarily for the distribution, collection and processing of mail and packages of which the contents are strictly related to the official business of the University of Houston. Official materials are those dealing with some aspect of university operations, which can be defined as being essential to the activities of the institution rather than private business or personal mail. The campus mail system is not available for the personal use of university employees or for the personal use or private gain for non-university groups.

University of Houston Postal Services is also responsible for the distribution, collection and processing of all mail and packages for each university-managed residential location at the University of Houston.

Non-permit mailing (all postal usage) funds are available only for university departments with approved budgetary account numbers. These account numbers, along with an approved departmental signature for mailings under $100.00, or certifying signature for all mailings of $100.00 or more, must appear on the Departmental Mailing Card (DMC). (Examples: 225+ letter-size/#10 envelopes or 115 oversized envelopes.)

In the event the proper signature does not appear on the attached DMC, the mailing will be held until the proper documentation is produced.

Postage is charged back to each department according to the budgetary account number furnished on the DMC.

Outgoing personal mail from staff cannot be charged to budgetary account numbers. All personal mail must be stamped and bundled separately from official university mail or dropped in a USPS mail box. Personal stamped mail must be limited to small envelopes (#10, #9 or #4) and postcards.
Personal items weighing 16 ounces or more must be taken to the USPS personally by the sender. This rule went into effect due to heightened security measures since September 11th, 2001.

III. PROCEDURES

A. UH Postal Services is responsible for the establishment of a centralized mail delivery and collection point for identified campus buildings at the University of Houston. Departments are responsible for the internal delivery and collection of the department mail from the centralized service point. All outgoing departmental USPS mail that needs postage applied to the items is considered non-permit mail. This mail is prepared by departments on a daily basis. UH Postal Services staff picks up this type of mail on the two daily pick-up and delivery runs.

B. UH Postal Services employees will only deliver and pick up mail once each working day from the designated departmental service points established by UH Postal Services.

1. UH Postal Services is responsible for affixing postage to all outbound University of Houston official business mail and packages. Departments are responsible for separating outbound mail into specific categories: letter sized, oversized, certified and international.

2. All official mail to be processed – both outbound and inbound – must have an appropriate University of Houston address and the correct zip code of 77204.

  Campus Address Format:
  • Name (Person)
  • Department Name
  • Building Name
  • Street Address, Room #
  • City, State, Zip Code

3. Departments are responsible for providing the appropriate Departmental Mailing Card (DMC) with all outbound mail. New DMCs are created by UH Postal Services each fiscal year in collaboration with each College and/or Division.

  a. To avoid delays in outbound business mail and packages, the DMC must be fully completed.

  b. Mail or packages with attached DMCs where the barcode cannot be scanned by UH Postal Services equipment will be returned to the originating department.

  c. For additional information, please see the Mailers Guide on the UH Postal Services website located at http://www.uh.edu/af-auxiliary-services/printing-and-postal/mailers-guide/daily-mail-operations/.

All mail to be metered must have a Departmental Mailing Card (DMC) attached (see Addendum A). Separate outgoing mail into three categories – letter sized, oversized, and international. Each bundle type must have a completed DMC attached to the top of the bundle.
4. Outbound mail picked up from a department with a DMC attached that is deemed to be personal mail will be returned back to the department head for review and application of proper postage.

5. As a service to University of Houston employees, UH Postal Services personnel will pick up outbound USPS stamped mail from faculty, staff, and departments along with official university outbound mail to be processed. However, employees should not routinely use the university business address as their address of record for personal mail or packages. Personal inbound or outbound packages will not be processed by UH Postal Services personnel.

a. Personal mail interferes with the transfer of official correspondence between campus offices and delays the processing and delivery of university mail. This policy also restricts using university resources to deliver personal mail and packages to university employees or departments. Personal items may include, but are not limited to, the following:

1) Clothing/Shoes (QVC, Zappos, King Size, etc.);
2) Food/Alcoholic Beverages (Blue Apron, Wine of the Month, Fruit, etc.);
3) Holiday Gifts (flowers, candy, toys, make-up, holiday subscriptions, etc.); and
4) Personal Business (bank statements, utility services, magazines, cell phones, framed art, etc.)

b. If any of the above items listed in Section III.B.5.a as “personal” are for a class, official university function or business purposes, verifications must be presented to UH Postal Services approving this usage. Examples of verifications are the following:

1) Official class description; or
2) Event invitation/flyer; or
3) An e-mail with supporting documentation stating how the item is for business purposes.

After verification is presented and accepted, the recipient will be instructed to pick up the items from UH Postal Services. The recipient must present identification and sign for the item(s) in question.

c. Personal mail or packages are identified as any items not related to the University of Houston or to the position of the employee. The university address must not be used as an employee’s permanent address unless the employee resides on campus. Employees residing on campus must only use their residential address for any personal mail or packages.

d. Mail and packages sent to a departmental business address is construed as official business mail and may be opened by the department or by UH Postal Services.
6. A large volume of standard mail (catalogs, magazines, etc.) is distributed to University departments each day. University employees are asked to periodically review the mail they receive in these classes. When an item serves no useful purpose, please request that the name be removed from the sender’s mailing list.

C. Residential student mail and packages are delivered to each university-managed residential location at the University of Houston.

1. All residential student mail to be processed – both inbound and outbound – must have an appropriate University of Houston address and the correct zip code 77204.

   Residential Address Format:
   • Name (Person)
   • Full Residential Community Name
   • Street Address, Mail Box #
   • City, State, Zip Code

2. Letter mail is delivered once a day and is placed in each individual mail box. Student Housing and Residential Life are responsible for assigning mailboxes once a student has confirmed their booking within each location.

   Mailbox keys or lock combinations are provided to each student during the residential check-in process.

3. Packages are delivered once a day to the package distribution room located at each university managed residence hall.
   a. Packages are delivered to the UH Postal Services Central Sorting Facility and are logged into the internal package tracking system.
   b. Students will receive e-mail package notifications, sent to their official UH e-mail address, when the package is initially logged in and when it arrives at the residential package distribution room for pickup.

   1. Students have approximately 10 working days to retrieve their packages. During this time, a total of four (4) notices are sent to the UH e-mail address. If a package is not picked up, it will be returned to sender.
   2. Package distribution rooms are open Monday – Saturday. Saturday hours are limited. For additional information, please see the Student Mail Information Guide on the UH Postal Services web site located at http://www.uh.edu/af-auxiliary-services/printing-and-postal/student-mail/student-mail-information-guide/.

4. UH Postal Services will forward USPS First Class mail and packages for 30 days to the student's permanent address at the end of each term or cancellation of the residential agreement. For additional information, please see the Student Mail Forwarding website located at https://ssl.uh.edu/wtsc_apps/uh_postal/forwarding/student_login.php.

The DMC must have the following:
• bar coded account number and department name on original card issued by UH Postal Services,
• date,
• preparer's name and signature,
• telephone number,
• number of mail pieces,
• preparer's signature (if mailing is less than $100.00) or certifying signature (if mailing is $100.00 or more. Example: A First-Class mailing of 228+ letter-size #10 envelopes or 115 oversize envelopes).

To avoid delays in outgoing business mail, the DMC must be completed in accordance with the above guidelines. (For information on how to obtain new or additional DMCs, see the Mailer's Guide located on the UH Postal Services web site at http://www.uh.edu/postal.) Make copies of the DMC from the master card only. Mail with attached DMCs where the barcode cannot be scanned by UH Postal Services equipment will be returned to the originating department.

IV. REVIEW AND RESPONSIBILITY

Responsible Party:  Associate Vice President for Finance  
Assistant Vice President for University Services

Review:  Every three years on or before August 31

V. APPROVAL

Carl Carlucci
Executive Senior Vice President for Administration and Finance

Renu Khator
President

Date of President's Approval:  September 7, 2011

REVISION LOG

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<td>1</td>
<td>05/07/1999</td>
<td>Initial version (originally a Policy and Procedure)</td>
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<td>2</td>
<td>08/12/2003</td>
<td>Applied new MAPP template. Removed reference to MAPP 05.02.01. Added Section III procedures for outgoing departmental USPS mail and metered mail; removed definition section</td>
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### Non-Permit Mailing

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Addendum A

Departmental Mailing Card

DEPARTMENTAL MAILING CARD (DMC)

OUTGOING U.S.P.S. MAIL PREPARATION
This card must accompany all outgoing U.S.P.S. mail. The bar coded account number will be charged for all items batched behind this card. A separate DMC must be used for letter mail (#10 envelopes), oversized envelopes and international items.

DOMESTIC MAIL: Letter mail will be sent “First Class.” No marking required. Larger pieces (over 11 oz.) will be sent “First Class/ Priority” unless marked otherwise (Fourth Class, Book or Library Rate). Items weighing over 16 oz. and addressed to a military address require a Customs Declaration form.

INTERNATIONAL MAIL: All mail will be sent “Air” unless marked otherwise. All items weighing 16 oz. or over must have the appropriate Customs Declaration form attached.

CERTIFIED SIGNATURE: Any First Class mailing of $100 or more must have the prior approval of the department’s certified signatory. (Examples: 225+ letter size/#10 envelopes or 115 oversized envelopes) Do not break large mailings into small bundles—use one DMC.

Returned for:
- Invalid Acct #
- Requires Customs Declaration Form
- Requires Certified Signature
- DMC Bar Code Unreadable