

**UNIVERSITY of HOUSTON**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Administrative Operations**  
**AREA: Postal Services**

**Number: 03.02.01**

<b>SUBJECT: Bulk Mailing Services Available</b>
---

**I. PURPOSE AND SCOPE**

This document identifies the services offered by the University of Houston Postal Services department. Services are available to all university operations.

**II. SERVICES AVAILABLE**

Postal Services is committed to providing efficient and cost saving services to the entire faculty and staff at the university. We are committed to examining new and existing technologies to determine and implement the most effective mail processing methods available. We will continue to disseminate new postal information to the campus community as changes continue to evolve within the US Postal Service.

Currently the following services are offered by the university's Bulk Mail Services:

- Inserting (Automated and Manual)
- Folding (Automated and Manual)
- Sealing (Automated and Manual)
- Metering
- Tabbing (Automated and Manual)
- Glue-dots
- Print Pressure Sensitive Labels
- Pressure Sensitive Labeling (Automated and Manual)
- Sort, Tie, and Bag
- Ink Jet Printing
- Matched Mailings (personalized letters and envelopes)
- Address List Correction

A minimum three-day turnaround is requested for each job.

A Departmental Mail Card (DMC) must accompany each job picked up by or delivered to Bulk Mail Services. The appropriate certifying signature must appear on the DMC for processing to take place.

Complete Bulk Mail Services processing information can be obtained from the UH Mailer's Guide located on the Postal Services web site at <http://www.uh.edu/postal/> or by calling X 3-5825.

**III. DEFINITIONS**

Definitions of terms used in this policy may be found in the Glossary of Postal Services Terms, [MAPP 03.02.00](#).

## IV. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Finance

Review: Every three years on or before August 31

## VII. APPROVAL

Carl Carlucci

Executive Vice President for Administration and Finance

Renu Khator

President

Date of President's Approval: September 7, 2011

## VIII. REFERENCES

[MAPP 03.02.00](#) – Glossary of Postal Services Terms**REVISION LOG**

Revision Number	Approved Date	Description of Changes
1	05/07/1999	Initial version
2	08/12/2003	Applied new MAPP template. Removed printing of Cheshire Labels from special services; added service of matched mailings. The turnaround for all special services was changed from a maximum of three days to a minimum of three days for each job
3	09/07/2011	Applied revised MAPP template and added new Revision Log. Change in title from "Special Services Available" to "Bulk Mailing Services Available." Added automated and manual services for folding, sealing, and tabbing; added glue-dots service. Removed the service for hand stamping. Changed the Service Center Requisition (SCR) requirement to the Department Mail Card (DMC) requirement. Updated the UH postal web site location
<u>4</u>	<u>TBD</u>	