

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Administrative Operations
AREA: Postal Services

Number: 03.02.02

SUBJECT: Permit Mailing – Bulk and First-Class

I. PURPOSE AND SCOPE

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 permit postage expenditures. These apply to all users of university postal funds.

This document is applicable to all university postage funds.

II. POLICY STATEMENT

Permit mailing (all postal usage) funds are available only for university departments with approved budgetary account numbers. These account numbers along with an approved certifying signature must appear on the Departmental Mailing Card (DMC) presented with the permit mailings.

Departments using off-campus mailing houses must obtain appropriate documentation from UH Postal Services. This documentation consists of a USPS Postage Statement 3600-R or 3602-N signed by authorized UH Postal Service staff. The departments requiring this documentation must present a DMC with a certifying signature to Postal Services when they pick up the postal forms. This process will insure that the certifying signature is on file if the job uses more than \$100.00 in postage.

UH Postal Services maintain the permit deposit account with the U.S. Postal Service. Postage will be charged to each department according to the budgetary account number furnished on the DMC.

III. PROCEDURE

A. In-House Processing

Call Bulk Mail Services, X 3-5825, to discuss your job. Deliver your job to Bulk Mail Services or arrange to have a free pick-up. A Departmental Mail Card (DMC) must accompany the job. Complete the entire DMC form. The DMC must have the following information:

1. Bar coded account number and department name on original card issued by UH Postal Services;
2. Department name;
3. Date;
4. Preparer's name and signature;
5. Telephone number;

6. Number of mail pieces, and
7. Departmental preparer's signature (if mailing is less than \$100.00) or certifying signature (if mailing \$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.

The job cannot be processed until Bulk Mail Services receives the completed DMC. Postage and processing fees are charged back to the budgetary account numbers provided by the departments.

U.S. Postal Service forms 3602-N or 3600-R are completed by Bulk Mail Services staff and are presented with the mailings to the USPS. The postage charge backs appear on the departmental monthly PeopleSoft 1074 report. Monthly department postage charge back information can also be obtained from the UH Postal Services web site at <http://www.uh.edu/postal/>. The charge back information is located under Quick Links.

B. Off-Campus Mailing Houses

Before departments can engage an off-campus mailing house for Non-Profit or First-Class Permit mailings, they must provide UH Postal Services with the following information by fax (X3-5827):

- Type of mailing – Bulk or First-Class.
- Approximate total piece count and weight and dimensions of one piece. (This will enable UH Postal Services to determine if there are sufficient funds to cover the mailing.)
- Ask for two copies of the U.S. Postal Statement 3602-N for Bulk mail or 3600-R for First-Class mail.
- Inform UH Postal Services when the forms are needed and if department personnel or the mailing house will pick up the forms.

The department requesting the U.S. Postal Services forms must furnish a completed DMC (see Addendum A) to UH Postal Services. The DMC must be faxed or scanned to UH Postal Services before the statements can be prepared. The budgetary account number, phone number, and certifying signature must be on the DMC. The forms cannot be released until the DMC is presented.

The department dealing with the mailing house must insure that a copy of the completed postage statement form is returned to UH Postal Services after the job is delivered to the USPS.

The postage charge backs appear on the departmental monthly PeopleSoft report. If the mailing is done in June, but the U.S. Postal Services form is not returned until July, the charge back will be done in July. It cannot be charged until the U.S. Postal Services form is received.

IV. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Finance

Review: Every three years on or before August 31

V. APPROVAL

Carl Carlucci

Executive Vice President for Administration and Finance

Renu Khator

President

Date of President's Approval: September 7, 2011

VI. REFERENCES

MAPP Procedure [03.02.02](#)**REVISION LOG**

Revision Number	Approved Date	Description of Changes
1	05/07/1999	Initial version (Policy and Procedure)
2	08/12/2003	Applied new MAPP template. Combined policy and procedure into one document . Removed reference to MAPP 05.02.01. Added Section III procedures for In-House Processing and Off-Campus Mailing Houses and removed definition section. Added Addendum A, Departmental Mailing Card
3	09/07/2011	Applied revised MAPP template and added new Revision Log. Changed the Service Center Requisition (SCR) requirement to the Department Mail Card (DMC) requirement. Added information in Section III.A on how to fill out the DMC form. Updated the UH postal web site location. DMC forms and other information must be faxed or scanned. Title of organization changed from Special Mail Services to Bulk Mail Services. Updated Addendum A with new Departmental Mailing Card
4	TBD	

Addendum A

Departmental Mailing Card

DEPARTMENTAL MAILING CARD (DMC)								
POSTAL SERVICES  0073017952 FINANCE	DATE	NO. OF MAIL PIECES						
	PRINT TITLE	PHONE #						
PRINT PREPARER'S NAME		PREPARER'S SIGNATURE						
PRINT CERTIFYING NAME		CERTIFYING SIGNATURE						
<p align="center">OUTGOING U.S.P.S. MAIL PREPARATION</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Returned for:</p> <table border="0"> <tr> <td><input type="checkbox"/> Invalid Acct #</td> <td><input type="checkbox"/> Requires Customs Declaration Form</td> <td><input type="checkbox"/> UH Return Address Required</td> </tr> <tr> <td><input type="checkbox"/> Insufficient Address</td> <td><input type="checkbox"/> Requires Certified Signature</td> <td><input type="checkbox"/> DMC Bar Code Unreadable</td> </tr> </table>			<input type="checkbox"/> Invalid Acct #	<input type="checkbox"/> Requires Customs Declaration Form	<input type="checkbox"/> UH Return Address Required	<input type="checkbox"/> Insufficient Address	<input type="checkbox"/> Requires Certified Signature	<input type="checkbox"/> DMC Bar Code Unreadable
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Postal Services comments and/or customer instructions

Sample

Revised 08/10