

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Administrative Operations
AREA: Postal Services

Number: 03.02.03

SUBJECT: Non-Permit Mailing

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

This document is applicable to all university postage funds.

II. POLICY STATEMENT

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. 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. 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.

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

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

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	05/07/1999	Initial version <u>(Policy and Procedure)</u>
2	08/12/2003	Applied new MAPP template. <u>Combined policy and procedure into one document.</u> Removed reference to MAPP 05.02.01. Added Section III procedures for outgoing departmental USPS mail and metered mail; removed definition section
3	09/07/2011	Applied revised MAPP template and added new Revision Log. Updated requirements for the Department Mail Card (DMC). Updated the UH postal web site location. Updated Addendum A with new Departmental Mailing Card
<u>4</u>	<u>TBD</u>	


Addendum A

Departmental Mailing Card

Postal Services
comments and/
or customer
instructions

Sample

DEPARTMENTAL MAILING CARD (DMC)

<p>POSTAL SERVICES</p>  <p style="text-align: center; font-weight: bold;">0073017952</p> <p style="font-size: 8pt;">FINANCE</p>								
	DATE	NO. OF MAIL PIECES						
	PRINT TITLE	PHONE #						
PRINT PREPARER'S NAME	PREPARER'S SIGNATURE							
PRINT CERTIFYING NAME	CERTIFYING SIGNATURE							
OUTGOING U.S.P.S. MAIL PREPARATION								
<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 style="width: 100%; border: none;"> <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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Revised 08/10