

UNIVERSITY *of* HOUSTON  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

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

**Number: 03.02.01**

<b>SUBJECT: Special Services Available</b>
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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 Special Mail Services:

- Inserting (Automated and Manual)
- Folding
- Sealing
- Metering
- Tabbings
- Print Pressure Sensitive Labels
- Pressure Sensitive Labeling (Automated and Manual)
- Hand Stamping (Permit 5910 Indicia)
- 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 Service Center Requisition (SCR) must accompany each job picked up by or delivered to Special Mail Services. The appropriate certifying signature must appear on the SCR for processing to take place.

Complete Special Mail Services processing information can be obtained from the UH Mailers Guide located on the Postal Services web site at [www.uh.edu/postal](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

John M. Rudley  
Vice President for Administration and Finance

Arthur K. Smith  
President

Date of President's Approval: August 12, 2003

VIII. REFERENCES

Index Terms: Mail Services  
Postal Services