

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 Service Center Request (SCR) presented with the permit mailings.

Departments using off-campus mailing houses must obtain appropriate documentation from 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 Departmental Mailing Card (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 maintains 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 SCR or DMC.

III. PROCEDURE

A. In-House Processing

Call Special Mail Services, X 3-5825, to discuss your job. Deliver your job to Special Mail Services or arrange to have a free pick-up. A Service Center Requisition (SCR) must accompany the job. Complete the entire SCR form including a benefit and purpose, a budgetary account number, and the proper certifying signature.

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

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

B. Off-Campus Mailing Houses

Before departments can engage an off-campus mailing house for Bulk or First-Class Permit mailings, they must provide Postal Services with the following information by phone (X 3-5829) or 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 Departmental Mailing Card (DMC) (see Addendum A) to UH Postal Services. The DMC must be faxed or delivered 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 done 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

John M. Rudley
Vice President for Administration and Finance

Arthur K. Smith
President

Date of President's Approval: August 12, 2003


VI. REFERENCES

MAPP Procedure 03.02.02

Index Terms: Bulk mail
First-class mail
Mailing houses

Addendum A

Departmental Mailing Card

DEPARTMENTAL MAILING CARD (DMC)			
Postal Services use only	POSTAL SERVICES  0073017952 ADMINISTRATION	DATE	NO. OF MAIL PIECES
		PRINT TITLE	PHONE #
	PRINT NAME	SIGNATURE	
	PRINT CERTIFYING NAME	CERTIFYING SIGNATURE	
<p>OUTGOING U.S. MAIL PREPARATION</p> <p>This card must accompany all outgoing U.S. mail. The four coded account number will be changed for all items batched behind this card. 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: 300+ letter size/#10 envelopes or 150 oversized envelopes)</p> <p>Returned for:</p> <p> <input type="checkbox"/> Invalid Acct# <input type="checkbox"/> Requires Customs Declaration Form <input type="checkbox"/> Return Address Required <input type="checkbox"/> Insufficient Address <input type="checkbox"/> Requires Certified Signature <input type="checkbox"/> DMC Bar Code Unreadable </p>			

Revised 01/03