

Oklahoma State University Policy and Procedures

CENTRAL MAILING SERVICES

5-0510
UNIVERSITY RELATIONS & EXTENSION
MAY 1986

INTRODUCTION AND GENERAL STATEMENT

1.01 Central Mailing Services is equipped and staffed to provide a broad range of mass addressing and mailing services for the entire University. It is operated as a self-supporting enterprise, including assumption of full costs of building, equipment, all utilities, and all direct and overhead charges. Charges for services performed are calculated on a basis to offset these costs.

1.02 Central Mailing Services is administered by a Manager whose line of administrative responsibility is through the Director of University Information and Publication Services to the Vice President for University Relations and Extension.

PURPOSE AND SCOPE

2.01 The purpose of Central Mailing Services is to provide prompt addressing and mailing for all units of the University at the most economical cost. Timely provision of these services at an on-campus location is an important factor in its justification.

2.02 Address and mailing services fall into these categories:

- a. Stuffing envelopes with up to 6 items by a high-speed inserter; jobs requiring more than 6 items to be inserted will be stuffed by hand
- b. High-speed folding of items up to 8 ½" x 14" in size
- c. Entering and storing addresses on computer unit; high-speed production of address labels from disk-stored address data
- d. High-speed application of address labels furnished by the customer
- e. Sorting of mailings to meet postal pre-sort requirements
- f. Application of postage
- g. Tying and handling of mailings to meet postal requirements

h. Delivery of mailings to Stillwater Post Office.

2.03 Advice is available on production of mailing materials to comply with postal regulations and to keep mailing costs at a minimum.

2.04 Services of Central Mailing Services are available only to University or University-related units or activities and are not to be used by off-campus organizations, groups or activities.

2.05 Any faculty or staff member is invited to visit Central Mailing Services to inspect its facilities or to discuss mailing procedures.

2.06 Any recommendations or complaints concerning the services, performance or procedures of Central Mailing Services may be directed to the Director of University Information and Publication Services, if improvement is not obtainable through the Manager of Central Mailing Services.

PROCEDURES

3.01 Completed Central Mailing Services work orders are to be brought directly to Central Mailing Services by faculty or staff members or their authorized representatives.

3.02 In pre-arranged instances, materials to be mailed may be shipped directly to Central Mailing Services from the production facility. (University Printing Services is adjacent to Central Mailing Services, providing a convenient delivery arrangement.) Customers are urged to advise Central Mailing Services well in advance of anticipated shipments, especially those of large quantities of materials.

3.03 If requested of the Manager, cost estimates will be supplied in advance.

3.04 Invoices for services performed will be issued by the Accounting Services Section of the Comptroller's Office, Whitehurst Hall. Inquiries concerning invoices or payment should be directed to that office.