

# Oklahoma State University Policy and Procedures

**POSTAL SERVICES**

**3-0846  
BUSINESS & FINANCE  
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## INTRODUCTION AND GENERAL STATEMENT

1.01 The University Post Office serves Oklahoma State University departments with various mail services: delivery, metering, and sorting of both U.S. and campus mail. It also provides complete U.S. postal sales and services for students, faculty, staff, and businesses.

## PURPOSE AND SCOPE

2.01 The mail services provided University departments are for official University business and will not be provided for personal, political, or other non-university mailings. The Postmaster is authorized to examine, screen and control all mail to assure that it is used for University business. Fraudulent mailings will be brought to the attention of University administrators and returned to the appropriate University department heads for corrective action.

## PROCEDURES

3.01 Postage charges will be made to postal accounts authorized by the campus Postmaster. Authorized accounts will be assigned as follows:

- a. One for the President and for each Vice President which will include all affiliated departments and personnel.
- b. No more than four for each college. This would allow the functions of extension, instruction, research, and teaching to be accounted for, if desired.
- c. Accounts of self-supporting enterprises may be authorized if they have monthly postage expenses of \$50 or more and if postal facilities are sufficient to handle the sorting, accumulating, and storage of meter mail and pre-punched IBM charge cards.
- d. Areas not qualifying for the above categories will be required to purchase stamps at the Bursar's Office as in the past.

3.02 University departments are responsible for using official mailing data on all outgoing meter mail. This would include:

- a. University logo
- b. Department name
- c. Return City and State (Stillwater, Oklahoma)
- d. Zip Code (74078) plus four (as assigned) ie: 74078-0113
- e. The authorized postage account number

See example below: (To see example, please find in your dean's copy of the Policies and Procedures book.)

3.03 University departments are responsible for clearly denoting on mail items how they are to be sent or any special postal services such as insured, registered, or special delivery that are desired. Mail not marked any special way will be automatically sent the most economical method.

3.04 University departments are responsible for maintaining and correcting all incoming addresses with clientele or correspondents. This will keep incoming mail from needing directory service and consequently save as much as three days on delivery time. Incoming mail should be addressed with the following minimum information:

Individual's name  
Department name  
City, State Zip Code + four digits (to be assigned)

Mail for former employees should be returned to the sender by University departments. This will assist in the correction of addresses.

3.05 Campus mail should be sent in the special campus mail envelopes provided through the Student Union Bookstore. Regular envelopes often are inadvertently metered and mailed in the U.S. mail system.

3.06 Packages should have the contents declared on the outside to facilitate mail processing and metering.

3.07 Foreign packages or parcels should not have letters enclosed unless you want the entire parcel to be charged the air mail rate.

3.08 University departments should keep meter mail and campus mail separated. This can be accomplished by rubber bands, string, or separate mail boxes.

3.09 Single student dorm residents should ensure that all incoming mail is properly addressed:

Student's name  
University name  
Room number and  
dorm name  
City, State Zip  
Code  
74077 + four digits  
(to be assigned)

3.10 University departments should use the Bulk Rate Permit No. 191 for out-going mail only. It cannot be used for mail coming into OSU. If departments desire to pay the postage on mail items being sent to OSU, they should be pre-printed with the OSU-First Class Business Reply permit. These items are all handled by the Central Mailing Department and not by the University Post Office.

Revised: November 1983