TO: University of West Florida Community

FROM: Dr. John Cavanaugh, President

SUBJECT: University Mail Policies

AUTHORITY: UWF Postal Services Guide

Policy/Purpose: To provide UWF policy concerning handling, preparation, submission and processing of University mail, Campus Mail and University Bulk Mail (Standard Mail A) and to provide UWF policy concerning restrictions and handling of personal mail.

University Mail
Efficient and cost-effective mail processing is vital to the accomplishment of the UWF mission of education, research and community service. To achieve this objective UWF Postal Services provides free mail processing service support to all authorized mailing departments, offices and organizations for all classes of U. S. Postal Service Official University mail. This service includes determining and imprinting postage for mail using high-speed meters and mail processing equipment, sealing letters and entering mail into the U. S. Mail system.

UWF Postal Services will also acquire all UWF Mail permits, and will maintain all advance deposit accounts for University Bulk Mail, Postage Due Mail, Business Reply Mail and Presorted First-Class Mail.

UWF Postal Services serves as the authorized agent of the University for the receipt and delivery of all official incoming mail. Accountable mail, such as Express, Certified/Return Receipt, Insured or Delivery Confirmation Mail, will be electronically scanned as “delivered” upon receipt by UWF Postal Services and a notice will be forwarded for the signature of the addressee or addressee’s representative. However, for security purposes, Registered Mail must be picked up at the UWF Post Office and signed for by the addressee or the addressee’s authorized representative.

The manager of UWF Postal Services is authorized to open any mail addressed to the University which is “undeliverable-as-addressed” in order to determine the addressee for proper distribution.

UWF departments and authorized mailers are responsible for budgeting and accounting for postage expenses, preparing mail in accordance with U. S. Postal Service rules and regulations and the UWF Postal Services Guide, addressing mail properly, and submitting it with a completed, barcoded UWF Charge Memo. Mailers must use proper 5- or 9-digit Zip Codes and have the University and Department names indicated in the return address. When mail is processed postage is automatically attributed to the customer’s account by UWF Postal Services’
computerized Mail Management accounting system software. The accumulated postage will be billed or charged to the account holder after the end of each month.

Mail for processing will be collected in the UWF Campus Mail System or mailers should bring it to the UWF Post Office window, loading dock or drop it in the Post Office lobby collection slot in the University Commons, building 22. The U. S. Postal Service mail truck picks up mail at 3:45 PM Monday through Friday. Therefore, to insure same-day processing, dispatch and postmark, it is necessary that all mailers submit mail to the UWF Post Office by 3:00 PM.

**Campus Mail**
The Campus Mail System which is charged with picking up and delivering Official interoffice mail, is operated by UWF Postal Services for all University academic and administrative departments and offices, officially recognized University groups and organizations, and for students and employees. This service is provided free of charge. All interoffice, interdepartmental, and intracampus mail requires no postage. Detailed guidance is provided in the *UWF Postal Services Guide*.

UWF Postal Services provides mail pickup and delivery service twice daily to most departments and buildings. Mail is delivered the same day it is received, except for mail from the last Campus Mail run, which is delivered the following morning. Mail received for processing by 3:00 p.m. will be metered and dispatched the same day. Standard Mail (old Third-Class Bulk Mail) is processed within 24-72 hours, and campus-wide departmental and student bulk mailings are delivered within 24 hours.

When submitting mail to UWF Postal Services in the Campus Mail System, originating departments, offices, organizations and individuals must properly prepare and separate it by category. Categories include mail for processing and metering (divided into envelopes, flats and parcels), interoffice mail, mail for student mailboxes, international mail, bulk mail, mail for the State or UWF Courier, and personal stamped mail. The mail must be properly prepared to include addressing, wrapping, enveloping, and completion of required forms including the UWF Postal Charge Memo. It can then be placed in the Campus Mail pickup area in your building or office for disposition by UWF Postal Services personnel.

Departments and offices changing locations or mail pickup and delivery areas must coordinate with UWF Postal Services before changes are made in order to insure service can be provided to the new location and that there will be a smooth transition.

**UWF Postal Services delivers mail as addressed**, and does not make decisions for departments concerning mail for employees in each office. Most mail addressed to employees is considered departmentally related, not private individual mail, and is intended for the employee filling a position in a department or office. This mail is intended for internal purposes, and is assumed to be substantially related to the department’s purpose and mission. Therefore, when an individual leaves a department, mail will still be forwarded to that department. It is the department’s responsibility to determine the disposition of the mail and if it needs to be retained in the department for new or replacement employees, forwarded to the old employee or disposed of. If
employees who regularly receive mail leave, transfer or change locations, UWF Postal Services should be notified by the offices involved.

The Campus Mail System is not authorized to pickup and deliver personal mail between employees, students, and between employees and students as described previously in this policy; however, personal stamped and sealed letters are authorized to be placed into the System for same-day postmark and dispatch into the U. S. Mail stream.

**Bulk Mail**

To reduce postage costs, University departments, offices and organizations should utilize bulk mailing services of UWF Postal Services or a mail presort vendor when applicable. Bulk mailings are considered Standard Mail (formerly known as Third or Fourth Class Mail), for mailings with more than 200 pieces or 50 pounds, and Presorted First-Class Mail for mailing with more than 500 pieces. Substantial discounts, when compared to First-Class postage, are available to all authorized mailers at UWF for large bulk mailings of identical brochures, flyers, circulars, newsletters, booklets, advertising, fundraising letters, etc. The detailed guidance in the *UWF Postal Services Guide* should be followed concerning qualification for nonprofit status for mailings, preparation requirements by the department or office, and for submission.

UWF Postal Services will maintain the Bulk and Presort First-Class mailing permits for the University, establish and maintain postage funds in an advanced deposit bulk mail account at the Pensacola Business Mail Entry Unit, and prepare the Postage Statement for departments and offices using University bulk mail services. For very large bulk mailings being deposited by vendors, departments should deposit a University or vendor check with the mailing for the exact amount of the postage charges.

All bulk mailings, including those being submitted by vendors/contractors, must be reviewed by UWF Postal Services prior to submission to the U. S. Postal Service. The review is required to protect the University permit, to avoid penalties, to insure the mailpiece qualifies for the regular or nonprofit rates claimed, and to ensure that the mailing meets the complex standards for bulk mail. A sample must be provided to UWF Postal Services for filing with the Postage Statement to meet Postal Inspector requirements.

Rules governing the use of the University permit number require that the words “University of West Florida” must be prominently placed in the return address area of bulk mailpieces on the side where the postage indicia is located.

In order to take advantage of the postage discounts using Standard or bulk mail, Postal Regulations require that the 5-digit Zip Codes being used must have been verified within the past 12 months of the mailing date. Therefore, departments, offices and organizations submitting Standard or Presorted First-Class Mail must complete the UWF Address List Certification Form found in the *UWF Postal Services Guide*.

The following items must accompany each mailing submitted to UWF Postal Services:

a. UWF Postal Charge Memo
b. UWF Address List Certification Form
The following items must be provided to UWF Postal Services prior to mailing by a vendor:
   a. UWF Postal Charge Memo (if not depositing funds into the Permit Account directly)
   b. UWF Address List Certification Form
   c. Sample Mailpiece
   d. Copy of Postage Statement to be submitted with the mailing

Personal Mail
The University of West Florida is committed to the efficient use of State employee time and Florida taxpayer funds in the administrative support of its academic, research and community service functions. Therefore, it is necessary to provide reasonable restrictions concerning personal mail of University staff and faculty that is not related to the Official business, mission or purpose of UWF.

Employees are not authorized to receive personal mail or parcels at the University through UWF Postal Services or the Campus Mail System. Employees must give correspondents a home or other off-campus address for their personal mail. Offices should advise all new employees of this policy during their orientation.

Personal mail received by UWF Postal Services will be held at the UWF Post Office. A notice will be provided to the employee’s department for personal pickup. Upon pickup the employee will be advised of this policy. If a problem persists, personal mail will be returned to sender, and the employee’s supervisor will be notified.

Unofficial personal mail, such as greeting cards to individuals, notes or letters, party invitations and announcements, gifts, solicitations, advertisements, commercial mail, religious matter, political mail, chain letters, offensive material, etc., are not authorized and may not be sent using Campus Mail. Mail that appears to violate this policy will be returned to the sender’s department for review and handling.

Students, staff and faculty are, however, authorized to place sealed and stamped personal mail into any Campus Mail System pickup location or stop for same-day postmark and placement into the U. S. Mail stream. However, UWF Postal Services cannot be held responsible for personal mail placed in Campus Mail. Employees and students may also mail their stamped personal mail at the UWF Post Office in building 22, or place it in one of the blue U. S. Mail collection boxes on campus.

UWF postage, supplies and envelopes, including Official preprinted envelopes with a University return address, are not authorized to be used for sending personal mail. The University’s return address should not be used on any personal mail.

Approved: _______________________________  Date____________________

Dr. John Cavanaugh, President