



Applies to: All individuals that send United States Postal Service or intercampus mail on behalf of the university

Responsible Office Office of Business and Finance

POLICY

Issued: 07/01/1985
Revised: 07/01/2006
Edited: 08/01/2018

Aggregation of metered USPS and outbound mail shipments are an integral part of the university's overall cost reduction strategy. University Mail Service (UMS) is responsible for distributing intercampus mail, metering United States Postal Service (USPS) mail, and managing outbound mail shipments.

Purpose of the Policy

To provide parameters for the support of comprehensive mail services to units and employees.

Definitions

Table with 2 columns: Term and Definition. Rows include Columbus main campus, Intercampus or campus mail, Meter mail, Official university communications, UMS, and USPS.

Policy Details

- I. UMS manages and handles outbound mail according to federal regulations and university guidelines. Incoming U.S. mail is delivered directly to units and students by the USPS and is not handled or processed by UMS.
II. The content of intercampus mail is restricted to official university business.
A. Official business is defined as communications essential to the instructional, research, and community service programs and activities of the institution; as differentiated from private business or personal mail.
B. These services are not available for the personal and private business of university students, faculty, and staff; or to outside agencies, organizations, and commercial firms for activities not directly sponsored or conducted by the university.
III. UMS will deliver intercampus mail to one designated delivery point within a university building located on the Columbus main campus. In cases when entry to the building mailroom is restricted (key, key card, etc.), it is the responsibility of the building coordinator to provide UMS with an appropriate, no cost access.
IV. Exceptions to service parameters require the approval of the director of Receiving and Mail Services.

PROCEDURE

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**University Policy**

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- I. Services provided.
  - A. Outgoing mail.
    - 1. University Mail Services meters USPS mail and processes mail for pick up. A Mail Monitoring Receipt form must be completed and accompany the outgoing mail.
    - 2. All outgoing mail is processed and enters USPS mail stream the same day UMS receives it.
    - 3. All shipments of parcels and express items are processed by UMS and picked up by couriers on the same day. Complete an [Express Shipping form](#) to begin the process.
    - 4. Key attributes of using UMS for outbound mail and parcels include:
      - a. Discounts lower than standard rates.
      - b. Interdepartmental billing.
      - c. Single point of contact for customer service and issue resolution.
  - B. Intercampus mail.
    - 1. Columbus campus – Intercampus mail is collected daily by UMS staff and delivered the same or next business day. There are two types of intercampus mail:
      - a. Mail addressed to an individual. This mail should be in campus envelopes or folded to business envelope size and marked **campus mail**. Identify the mail with the individual's complete campus address: name, department, building, and room number.
      - b. Official announcements or notices for mail distribution to many or all departments, faculty, and staff.
    - 2. Regional campuses – All intercampus mail addressed to regional campuses is held in UMS for pick up by staff from the regional campuses.

**Responsibilities**

Position or Office	Responsibilities
Director of receiving and mail services	Approve exceptions to service parameters.
Individuals and units	<ul style="list-style-type: none"> <li>1. Refrain from using campus mail for personal or private business.</li> <li>2. Complete Mail Monitoring Receipt and Express Shipping forms as appropriate.</li> </ul>
Regional campuses	Ensure regular pickup of campus mail at UMS.
United States Postal Service	Deliver incoming U.S. mail directly to departments and students.
University Mail Services	<ul style="list-style-type: none"> <li>1. Distribute campus mail, meter USPS mail, and manage outbound mail shipments.</li> <li>2. Deliver campus mail to one designated delivery point within Columbus main campus buildings.</li> <li>3. Process USPS mail the same day it is received by UMS.</li> <li>4. Process parcels and express items the same day.</li> </ul>

**Resources**

University Mail Services, [busfin.osu.edu/buy-schedule-travel/mail-services](http://busfin.osu.edu/buy-schedule-travel/mail-services)  
 Shipping, Central Receiving, [busfin.osu.edu/central-receiving](http://busfin.osu.edu/central-receiving)

**Contacts**

Subject	Office	Telephone	E-mail/URL
Policy and service questions	University Mail Services	614-292-2694 Fax: 614-247-6065	<a href="mailto:osums@osu.edu">osums@osu.edu</a> <a href="http://busfin.osu.edu/mail">busfin.osu.edu/mail</a>

**History**

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