Policy

UNIVERSITY POLICY FIN – 04.04-05/18

TO: University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: University Mail

Responsible Office: Division of Finance and Administration

I. Purpose:

To set forth UWF policy concerning University mail.

II. Policy:

Efficient and cost-effective mail processing is vital to the accomplishment of the UWF mission. To achieve this objective UWF Postal Services provides free, centralized mail processing service and support to all authorized mailing departments, offices and organizations for all classes of University mail.

III. Definitions:

A. Campus Mail refers to the internal mail delivery system used to send documents between departments on UWF's Main Campus. Campus mail is picked up and delivered by University Courier and does not utilize the United States Postal Service. Campus Mail does not require postage.

B. UWF Postal Services refers to mail that utilizes the United States Postal Service and requires the appropriate postage for delivery.

C. University Mail, as used in this Policy, does not refer to or include any form of electronic mail.

IV. Procedures:

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

B. UWF Postal Services serves as the authorized agent of the University for the receipt and delivery of all official incoming mail. The Manager of UWF Postal Services is authorized to open any mail addressed to the University which is "undeliverable-as-addressed" to determine the addressee for proper distribution.

C. The Campus Mail System and University Courier, which is charged with picking up and delivering official 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.

D. 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 should have their personal mail sent to their place of residence and not their University office.

E. The Campus Mail System is not authorized to pick up and deliver non-stamped personal mail between employees and students. 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 to be distributed through Campus Mail. Mail that appears to violate this policy will be returned to the sender's department for review and handling.

F. 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.

G. UWF Postal Services delivers mail as addressed. Mail for departments and their employees 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.

H. To reduce postage costs, University departments, offices and organizations should utilize Standard (bulk) mailing services of UWF Postal Services or a mail presort vendor when applicable. 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 mail piece qualifies for the regular or nonprofit rates claimed, and to ensure that the mailing meets the complex standards for bulk mail.

I. Detailed procedures concerning processing and handling university mail is provided online in the UWF Postal Services Mail Guide on the Postal Services' website.

APPROVED: Martha Saunders **Date:** 6.4.2018

Dr. Martha D. Saunders, President

History: AA-04.02-08/11 created August 2011; amended and renumbered February 2014 as, University Mail Policies FIN-04.03-02/14; revised March 2018 with substantive and formatting changes as SA-19.03-05/18.