CAMPUS MAIL POLICY

POLICY

It is the intent of SDSM&T to comply with the Private Express Statutes, 18 S.S.C. §1693-1699, 39 U.S.C. §601-606. These statutes provide authorization for the use of the campus mail service for the delivery of unstamped official business mail.

PROCEDURES

1. Pick Up and Delivery - Mail is picked up once daily at the Post Office. Mail is delivered to and picked up from departments once daily.

2. Overnight Services - Overnight services are received randomly during the day. Individuals are contacted that packages are in the mailroom and can be picked up.

3. Outgoing Mail - Departmental mailings should be checked to verify the use of the most efficient and financially practical classification of the mail. Mailings can be made as third or fourth class, book or library rates, or UPS at a substantial savings in postage. All mail must be banded with an account number and authorization signature attached. Always use a return address.

4. Personal Mail - Personal mail cannot be received through the campus mail service.

5. Bulk Mailings - Facilities Services has responsibility for coordination of bulk mailing permits. If you have an application requiring bulk mailing permits, please check with the Mailroom.