



University Policy

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

Responsible Office

Office of Business and Finance

POLICY

Issued: 07/01/1985

Revised: 01/07/2021 (minor revision)

Aggregation of metered United States Postal Service (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 **campus mail**, metering 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

Term	Definition
Campus mail	Written communications distributed to units.
Exception	Any violation of or noncompliance with a university policy issued by the Office of Business and Finance (Business and Finance).
Meter mail	Electronic process of applying appropriate postage to mail.
Official university communications	Written materials necessary to fulfill the academic, research, and public service mission of the university or to support such functions.
Unit	College or administrative unit.
Waiver	Permission granted to a unit to operate differently than specified or required by a university policy issued by Business and Finance.

Policy Details

- I. UMS manages and handles outbound mail according to federal regulations and university guidelines.
 - A. Incoming U.S. mail is delivered directly to units and students by the USPS and is not handled or processed by UMS.
 - B. All outgoing mail that requires metering for postage must be sent to UMS with a completed [Meter Mail Request form](#), unless the unit obtains prior approval for alternate arrangements with UMS.
- II. The content of campus mail is restricted to **official university communications**.
 - A. Campus mail cannot be used for private business or personal mail.
 - B. These services are not available for the personal and private business of university students, faculty, and staff; units; or to outside agencies, organizations, and commercial firms for activities not directly sponsored or conducted by the university.
- III. UMS will deliver campus mail to one designated delivery point, typically a mail room, in a university building located on the Columbus campus. When entry to the building mailroom is restricted (e.g., key, key card, code), it is the responsibility of the building coordinator to provide UMS with an appropriate key/card/code at no cost to UMS.

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PROCEDURE

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- I. Outgoing USPS Mail
 - A. UMS meters USPS mail and processes mail for pick up. A [Meter Mail Request form](#) must be completed and accompany the outgoing mail.
 - B. [Meter Mail Request forms](#) with incomplete or no chartfield information will be substantially delayed as clerks research unit information.
 - C. All outgoing mail is processed and enters USPS mail system within one business day of when it is received by UMS.
- II. Campus Mail
 - A. Columbus campus – Campus mail is collected daily by UMS and delivered within one business day. There are two types of campus mail:
 1. 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.
 2. Official university communications for distribution to many or all units, faculty, and staff.
 - B. Regional campuses
 1. All campus mail addressed to regional campuses is held in UMS for pick up by regional campus couriers.
 2. Regional campuses must ensure regular pickup of campus mail at UMS.
- III. **Waivers** to this policy must be approved in advance and documented by the Office of Business and Finance, using the [Business and Finance University Policy Waiver Request](#).
- IV. Policy Violations
 - A. All policy violations must be tracked as an **exception** in accordance with the [Fiscal Stewardship policy](#).
 - B. The university may require successful completion of training.
 - C. The university may enforce corrective action, up to and including termination, in accordance with applicable policies or rules.
 - D. The university may seek restitution, as appropriate.
 - E. Criminal charges may be filed, as appropriate.

Responsibilities

Position or Office	Responsibilities
Building coordinator	Provide UMS with an appropriate key/card/code at no cost to UMS.
Individuals	Refrain from using campus mail for personal or private business.
Regional campuses	Ensure regular pickup of campus mail at UMS.
Unit	<ol style="list-style-type: none"> 1. Send outgoing mail that requires metering for postage to UMS with a completed Meter Mail Request form or obtain prior approval for alternate arrangements with UMS. 2. Refrain from using campus mail for personal or private business.
United States Postal Service	Deliver incoming U.S. mail directly to units and students.
University Mail Services	<ol style="list-style-type: none"> 1. Distribute campus mail, meter USPS mail, and manage outbound mail shipments. 2. Do not handle or process incoming U.S. Mail. 3. Deliver campus mail to one designated delivery point in Columbus campus buildings. 4. Meter and process USPS mail for pick up. 5. Process USPS mail within one business day of when it is received by UMS.

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Resources

Governance Documents

Financial Code of Ethics, busfin.osu.edu/sites/default/files/financial-code-of-ethics.pdf

Fiscal Stewardship policy, go.osu.edu/fiscal-stewardship-policy

Forms and Other Resources

Business and Finance Policy Waiver Request, docusign.net/Member/PowerFormSigning.aspx?PowerFormId=fd68959a-4afb-48bb-a0ae-67521b9ad821&env=na1&acct=387d1013-fb1c-4705-9bd9-7cf575f484ce&v=2

Meter Mail Request form, <https://ociolaportal.osu.edu/msbs/msbswd.aspx>

University Mail Services, busfin.osu.edu/buy-schedule-travel/mail-services

Contacts

Subject	Office	Telephone	E-mail/URL
Policy and service questions	University Mail Services, Office of Business and Finance	614-292-2694	osums@osu.edu busfin.osu.edu/mail

History

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