Assignment and Use of 9-Digit Zip Codes

01. PURPOSE

01.01 Texas State University main mailing address of 601 University Drive has been assigned a 9-digit zip codes by the U. S. Post Office in San Marcos. The present zip code, 78666, will serve as the basis for all 9-digit zip codes. Four additional numerals added to make up the 9-digit zip code are 4684. ZIP codes are constantly changing to serve a rapidly growing population. For the most accurate and up-to-date list, please visit the official [https://tools.usps.com/go/ZipLookupAction_input](https://tools.usps.com/go/ZipLookupAction_input).

02. PROCEDURES

02.01 To assist in identifying the department within Texas State University, the USPS has developed internal Mail Stop Codes.

Texas State on-campus Mail Stop Codes

Below is an example of how to use your Mail Stop Code in your address:

Texas State University
Admissions Office
MSC 5709
601 University Dr
San Marcos, TX 78666-4684

Several departments on the TX State campus have been assigned a Mail Stop Code. When providing senders with your campus address, please refer to the following list.

Admissions Office 5709
Advance Registration 4601
Alumni Affairs 5723
Alkek Library 4604
Athletics 4611
General Accounting Office 4603
Graduate Office 4605
Media Relations and Publications 4613
Registrar’s Office 4606
Residence Life 4609
02.02 The San Marcos Post Office has issued the following locations a physical street address and a different 4-digit add-on zip code.

a. Admissions Office
   429 N. Guadalupe Street
   Texas State University
   San Marcos, TX 78666-5709

b. Materials Management and Logistics
   305 River Ridge Parkway
   Texas State University
   San Marcos, TX 78666-4616
   (For Freight Delivery Only)

c. Accounts Payable
   P. O. Box 747
   Texas State University
   San Marcos, TX 78667-0747

d. Residence halls as shown below:

   Arnold Hall   102 Student Center   78666-4549
   Beretta Hall  616 N. LBJ Drive    78666-4668
   Bexar Hall    100 Llano Circle     78666-3327
   Blanco Hall   701 Moore Street    78666-3331
   Brogdon Hall  607 N. Edward Gary Street 78666-4669
   Burleson Hall 104 Russell Circle   78666-4553
   Butler Hall   500 N. Edward Gary Street 78666-4669
   College Inn   714 Comanche Street  78666-3442
   Elliott Hall  201 Talbot          78666-4539
   Falls Hall    300 Concho Street   78666-4672
   Hornsby Hall  102 Russell Circle   78666-4535
   Jackson Hall  702 Tomas Rivera    78666-4538
   Lantana Hall  501 N. Edward Gary Street 78666-4673
   Laurel Hall   600 N. LBJ Drive     78666-4674
   Retama Hall   611 N. LBJ Drive     78666-4534
   San Marcos Hall 703 Academy       78666-3222
   San Jacinto Hall 217 W. Woods    78666-4746
   San Saba Hall  801 Moore Street   78666-3332
   Smith Hall    101 Russell Circle   78666-4543
02.03 It will be the responsibility of the department/office administrative head to initiate appropriate actions to include the 9-digit zip code on department/office letterhead, envelopes, and other material requiring the institution's address.

03. **MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS**

Major responsibilities for routine assignments associated with this PPS include the following:

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<tr>
<th>Positions</th>
<th>Section</th>
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</thead>
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<tr>
<td>Director, Auxiliary Services</td>
<td>Review</td>
<td>Sept. (E4Y-86)</td>
</tr>
</tbody>
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04. **CERTIFICATION OF STATEMENT**

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Director, Auxiliary Services, Reviewer

Vice President for Finance and Support Services

Approved: _________________________

Reviewer

Approved: _________________________

Vice President for Finance and Support Services