Incoming Mail, Outgoing Mail, Campus Distribution and Company Permit Mailings

01. PURPOSE

01.01 To describe the policies related to the use of the Texas State Campus Mail System. The services provided by Texas State University Mail Services are governed by the United States Postal Service (USPS) Private Express Statutes, the laws and regulations of the State of Texas and TSUS Board of Regents policies, where applicable.

02. POLICY

02.01 All incoming and outgoing mail processed by the University must be the official business of the University. Mail Services may audit all campus mailings for content by visually inspecting a random sample from mailings to ensure compliance with the relevant statutes and policies.

Mail Services will accept University Staff and Faculty outgoing stamped mail for delivery to the USPS and process University Staff and Faculty UPS packages. For postage purchased and UPS handling there is a 10% markup.

02.02 Mail Services may not process internal campus mailings intended to be used for commercial, personal, or private gain or for solicitation in violation of the Rules and Regulations of the Board of Regents, Texas State University System.

02.03 Mail Services will only accept internal campus mailings for delivery that clearly demonstrate that the subject of the mailing is sponsored by a department, a recognized faculty or staff organization, or a private support organization legally constituted per Board of Regents Rules and Regulations (see chapter 9, sec. 1.1).

Student organizations will not be allowed to solicit or advertise through the internal mail system, but departmental correspondence from students are allowed. Mailings received through the USPS will be distributed as incoming mail.

02.04 Acceptable mailings must be written on University letterhead, or have a University return address, or clearly and prominently state that the function is sponsored by a department, recognized affiliate, or other related Texas State entity.
02.05 No person or organization may use the campus mail system for influencing the outcome of any election or the passage or defeat of any legislative measure. No person or organization may use the mail system in a manner that discriminates on any illegal basis, such as race, color, age, national origin, sex, or disability.

02.06 Mail Services may carry internal campus mail of its affiliated faculty or administrative organizations to campus destinations. The restrictions outlined in this policy apply.

02.07 Outside businesses are not allowed access to the campus mail system without proper USPS postage. Departments may not serve as a conduit for mail for outside organizations or individuals unless the entirety of the material relates to the official business of Texas State.

02.08 Mail Services shall maintain or make provisions to purchase postal materials (stamps, postcards, etc.) which departments may purchase to meet special mailing needs and Staff and Faculty may purchase with a 10% markup. Departments may purchase stamps in large quantities for special mailings through Mail Services. http://www.auxiliaryservices.txstate.edu/printmail/mail-guide/forms/contentParagraph/08/document/StampRequest06.1203.pdf

02.09 Use of Texas State University Company Permit, nonprofit permit, is regulated by the U.S. Postal Service. Failure to follow USPS regulations could result in the revocation of the University's nonprofit mail permit. Only Print & Mail Services is authorized to affix nonprofit bulk mail postage, and it is the responsibility of the Mail Services Supervisor, a Mail Clerk or Print Center Pre-press personnel to certify that the mailings meet the standards required by the regulation.

To assure compliance, Mail Services is authorized to review all bulk mail material for conformance with the standards prior to affixing postage. Materials should be submitted for review by Print & Mail Services prior to being printed or otherwise duplicated for mailing. Materials that do not meet the standards will not be mailed at the bulk rate.

03. PROCEDURES

03.01 The Manager; Print and Mail Services and Mail Clerk will be responsible for auditing campus mailings for compliance with the relevant statutes and policies. All mailings will be reviewed for consistency with this policy. A Mail Services Interdepartmental Barcode is required for all outgoing mail. Mailings will be accepted in the Mail Services office located at 1724 RR12, the JCK first floor mail room, Copy Cats or will be picked up on delivery routes. Individuals will be notified if there is a problem with their mailing. If there is a disagreement between a department and Mail Services regarding a ruling on a mailing, either department may appeal to the Director of Auxiliary Services. The Director of Auxiliary Services is the final source of appeal.

04. 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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<tr>
<td>Director, Auxiliary Services</td>
<td>Review</td>
<td>Sept (E2Y-97)</td>
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05. 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