**Incoming Mail, Outgoing Mail, FSS/PPS No. 05.07**

**Campus Distribution, Issue No. 10**

**and Company Permit Mailings Effective Date: 08/16/2021**

**Next Review Date: 09/01/2023(E2Y)**

**Sr. Reviewer: Director, Auxiliary Services**

**POLICY STATEMENT**

*Texas State University is committed to the efficient use of State employee time and Texas taxpayer funds in the administrative support of its academic, research, and community service functions.*

**01. TEXAS STATE UNIVERSITY CAMPUS MAIL SYSTEM**

01.01 The services provided by Texas State Print and Mail Services are governed by the [United States Postal Service (USPS) Private Express Statutes](https://pe.usps.com/text/qsg300/Q608.htm), the laws and regulations of the State of Texas, and [The Texas State University System (TSUS) Rules and Regulations](https://gato-docs.its.txstate.edu/jcr:3886f00c-3e13-496d-a28f-d1eee580775a/TSUS_Rules_and_Regs_thru_05-23-19.pdf), where applicable.

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

01.03 Print and Mail Services will accept university staff and faculty outgoing stamped mail for delivery to USPS and process university staff and faculty UPS packages. For postage purchased and UPS handling, there is a 10 percent markup.

01.04 Print and 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 [TSUS Rules and Regulations](https://gato-docs.its.txstate.edu/jcr:3886f00c-3e13-496d-a28f-d1eee580775a/TSUS_Rules_and_Regs_thru_05-23-19.pdf).

01.05 Print and 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 the [TSUS Rules and Regulations, Chapter 9, Section 1.1](https://gato-docs.its.txstate.edu/jcr:3886f00c-3e13-496d-a28f-d1eee580775a/TSUS_Rules_and_Regs_thru_05-23-19.pdf).

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

01.06 Acceptable mailings must be written on university letterhead, 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.

01.07 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, national origin, age, sex, religion, disability, veterans’ status, sexual orientation, gender identity, or gender expression.

01.08 Print and Mail Services may carry internal campus mail of its affiliated faculty or administrative organizations to campus destinations. Restrictions outlined in this policy apply.

01.09 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.

01.10 Print and Mail Services shall maintain or make provisions to purchase postal materials (e.g., stamps, postcards, etc.) which departments may purchase to meet special mailing needs, and staff and faculty may purchase with a 10 percent markup. Departments may purchase stamps in large quantities for special mailings through the Print and Mail Services [Stamp/Postcard Authorization form](http://gato-docs.its.txstate.edu/jcr:d0643890-8541-4ee3-ba0a-328c2df23cac/StampRequest06.1203.pdf).

01.11 Use of the Texas State Company Permit 29, nonprofit permit, is regulated by USPS. Failure to follow USPS regulations could result in the revocation of the university's nonprofit mail permit. Only Print and Mail Services is authorized to affix the Texas State Company Permit 29 and its corresponding indicia to nonprofit bulk mail postage. It is the responsibility of the Print and Mail Services supervisor, or designee, to certify that mailings meet the standards required by the regulation.

To assure compliance, Print and 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 and 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.

**02. PROCEDURE FOR AUDIT OF CAMPUS MAIL**

02.01 The manager of Print and Mail Services and a 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 Print and Mail Services interdepartmental barcode is required for all outgoing mail. Mailings will be accepted in the Print and Mail Services office located at 1727 Ranch Road 12, the J.C. Kellam Building’s 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 Print 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.

**03. REVIEWER OF THIS PPS**

03.01 Reviewer of this PPS includes the following:

Position Date

Director, Auxiliary Services September 1 E2Y

**04. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Director, Auxiliary Services; senior reviewer of this PPS

Vice President for Finance and Support Services