

Northwest Missouri State University

Policy and Procedures Manual

Chapter Controller

Section Mail Center Procedures

I. Purpose

The Mail Center is a contracted branch operation of the U.S. Postal Service. A requirement of this relationship is to comply with all U.S. Postal Service regulations. Additional procedures and processes are followed by the Mail Center as a department of the University.

II. Policy

Attached is the University Mail Center policy manual which identifies the guidelines to follow for processing mail on campus.

Of particular importance is the fact that all mail leaving the University must have a departmental return address, destination address, and postage batch control slip. Envelopes and boxes without this information cannot be processed. A delay in delivery will occur due to the need to determine the identify of the originating department and their correction of the omitted information.