



Policy Name:	Mail
Effective Date:	October 2016
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Approving Authority:	Northwest Leadership Team
Responsible Office:	Finance
Category:	Operations

Purpose

The purpose of this policy is to provide University employees with information regarding mail at the University.

Policy

The University Mail Copy Center provides US postal services except money orders and registered mail to students, faculty, staff and general public. No personal mail may be sent at University expense.

Incoming mail will be delivered to each student and department.

Outgoing mail should be deposited in the Mail Copy Center not later than 3:30 p.m., Monday through Friday in order to go out on the same day. Outgoing mail must have the sender’s return address, destination address and postage request form. Contact the Mail Copy Center for bulk mailing regulations and guidelines.

Intra-campus mail should be put in yellow campus mail envelopes.

For further guidelines, contact the Mail Copy Center.