

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Postal Services	3-020 FISCAL SERVICES July 2009
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POLICY

- 1.01 Oklahoma State University Institute of Technology operates a Contract U.S. Postal Station for the convenience of the students, faculty and staff. The station provides guidance and cost saving mail efforts for the campus as a whole.

PROCEDURE

- 2.01 Campus Post Office provides two types of service: 1) window services for the sale of stamps, mail box rental, etc. from 9:30 a.m. to 4:15 p.m. Monday through Friday and from 9:00 a.m. to 10:00 a.m. on Saturdays and, 2) a mail delivery and mailing service to units on campus.
- 2.02 Post office window services are on a cash basis to individuals and charge by way of a postage meter to the various Oklahoma State University Institute of Technology units. Window hours will vary during campus break periods based upon student and unit needs.
- 2.03 Mail services are designed to give twice a day delivery and pick up of on-campus and off-campus mail to each department. The exception to this is the Library which picks up its own mail in the morning (because of volume), but receives regular delivery services in the afternoon.
- 2.04 Out-going mail should be segregated by unit into (a) on-campus mail and (b) off-campus mail. If special instructions are needed, a written note should be attached. Mail service is intended to be used for official university business mail only.
- 2.05 All mail will be processed at the lowest cost postal rate possible unless otherwise specified (example: marked first class, priority, etc.).
- 2.06 All envelopes must be typed and have the appropriate return address. For proper addressing of off-campus mail, see Exhibit I.

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Exhibit I

-----Sample Envelope-----

OSU INSTITUTE OF TECHNOLOGY PURCHASING OFFICE
1801 EAST FOURTH STREET
OKMULGEE OK 74447-3901

JOHN DOE
1325 PERRY LANE
TULSA OK 74105

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- 2.07 Bulk mailing under the non-profit permit is for generic (non-personalized) mail. This mail should weigh no more than one ounce per article, be sorted in zip code order, properly labeled, and the proper forms filled out before transportation to the Okmulgee Post Office. In the event of large mailings, at the discretion of the campus post office staff, the individual departments may be required to transport their mailing to the Okmulgee Post Office.
- 2.08 Parcel post should be labeled and packaged per postal regulations, and if to be insured, the amount of insurance should be declared at the time of mailing.
- 2.09 Parcel delivery services also serve the university:
- A. United Parcel Service (UPS) provides pick-up service through the Campus Post Office and delivers packages to the Warehouse/Receiving Area.
 - B. Federal Express (FedX) provides pick-up and delivery to the Warehouse/Receiving Area, as well as to the Human Resources office.
 - C. DHL (formerly Airborne Express) provides pick-up and delivery to the Computer Information Services (CIS) office.

Approved: August 1996
Revised: October 2006
Revised: July 2009