I. INTRODUCTION (Purpose and Intent)

The purpose of this policy is to set forth the University of South Florida System (USF System) policy for the use of campus mail services. The following policy for mail services shall be observed by all campuses and shall guide campus procedures. The Director of Physical Plant of the Tampa Campus and the Regional Chancellor or designee of each regional campus or separately accredited institution shall be responsible for establishing units responsible for providing mail delivering, collection and processing for the University and for establishing procedures for the use of campus mail services.

II. STATEMENT OF POLICY

A. Eligibility to Use Campus Mail Services

1. Campus mail services are provided exclusively for official University business.

2. With the exception of student residents, the campus mail service is not for personal use. Faculty, staff, and non-resident students must have all personal mail and parcels directed to their home or other non-University address.

3. The internal mail system (interdepartmental mail) is for use only by University departments, registered campus student organizations, and University direct support
organizations. No person or organization may introduce materials of a personal or commercial nature into the internal mail system.

4. The University reserves the right to refuse service to any department, individual, or group failing to follow the detailed procedures established by the campus unit responsible for providing campus mail services.

5. All University entities housed off campus must provide their address to the campus unit responsible for providing campus mail services in order to be recognized as a valid University address and to be eligible to use the internal mail system.

B. Authority to Purchase Postage on Behalf of the USF System

1. Authority to establish all postage meter contracts, maintain USF System mailing permits, enter into agreements with the U.S. Postal Service, and enter into agreement with vendors of mail preparation and dispatch services resides with each campus manager of campus mail services.

2. Departments may maintain a small inventory of postage stamps for emergency purposes. Whether purchased through campus mail services or directly from the U.S. Postal Service, departments are responsible for maintaining auditable records of usage.

C. Outgoing Mail

1. All outgoing University mail must bear a complete departmental return address.

2. Outgoing mail that bears no indication of the desired class of service will be processed as First-Class/Priority mail. Departments are charged the actual cost of postage.

D. Mail Forwarding and Return

The USF System does not maintain forwarding addresses for faculty, staff, or students. Colleges, departments, and offices may maintain forwarding addresses for faculty, staff, and students who leave their area. The mail is sent to campus mail services where it will be processed according to the U.S. Postal Service’s and the campus mail services’ procedures.
E. Address Change for Campus Mail

Faculty and staff should notify the Office of Human Resources of a change in campus mail code. This address change will affect the University’s mass campus mail lists. All other correspondents should be notified individually.

F. Request for Change in Mail Delivery

Personnel involved in any change in mail delivery or mail code should contact the campus mail services prior to making the change. The campus unit in charge of campus mail services is responsible for assigning mail codes.

*Current Responsible Office: Administrative Services

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.