POLICY

Number: 5-010
Title: First Class Mail Permit #516 and Standard (A) Mail Permit #257
Responsible Office: Administrative Services

Date of Origin: 12-13-94  Date Last Amended: 10-19-10  Date Last Reviewed:

I. INTRODUCTION (Purpose and Intent)

This Policy identifies University of South Florida System (USF System) and commercial accounts entitled to use the USF System’s First Class Mail Permit #516 and Standard (A) Mail Permit #257.

II. STATEMENT OF POLICY

A. Definition of First Class Mail Permit #516 and Standard (A) Mail Permit #257

1. The Tampa USF Post Office owns and maintains bulk-mailing permits - First Class Mail Permit #516 and Standard (A) Mail Permit #257 - (nonprofit and regular rates). The term “bulk” refers to a large number of pieces per mailing instead of single pieces.

2. Permit mail provides a way to obtain reduced postage rates. Non-profit postage is the most economical rate available; however, the mail must be substantially related to the purpose of the USF System, which is education. Nonprofit rates cost less than regular bulk rates. All nonprofit mail, using Permit #257, must bear a complete University of South Florida return address.
B. Authorized Users of First Class Mail Permit #516 and Standard (A) Mail Permit #257

Authorized users of the First Class Mail Permit #516 and Standard (A) Mail Permit #257 are USF System E&G and Auxiliary accounts, Contracts and Grants, registered campus student organizations, University direct support organizations, and commercial accounts.

C. Limitations on Use of First Class Mail Permit #516 and Standard (A) Mail Permit #257

Approval must be obtained from the Tampa USF Post Office prior to using First Class Mail Permit #516 or Standard (A) Mail Permit #257. No authorized user may delegate or lend the use of these permits. The Tampa USF Post Office Bulk Mail Preparation Center processes all mail that use these permits.

D. Preparation

Upon approval to use the USF System’s First Class Mail Permit #516 and Standard (A) Mail Permit #257, the preparation for this mail must be in accordance with the Tampa USF Post Office procedures and the U.S. Postal Service procedures.

*Current Responsible Office: Administrative Services

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