POLICY

1.01 OSU Institute of Technology (OSUIT) operates a Contract Postal Unit under the United States Postal Service at current postal rates. The purpose of the Campus Post Office is to provide prompt mail service for all units of the campus and guidance of cost saving mail efforts to comply with postal regulations for the campus as a whole. The Post Office Unit is for the convenience of students, faculty and staff.

1.02 Located inside the Student Union, the Campus Post Office services are administered by a manager whose line of administrative responsibility is through the Director of Student Union & Auxiliary Services.

1.03 Services provided by the campus post office unit include: stamps, stamped envelopes, express mail service, first class mail service, standard post, priority, international, insured mail, certified mail, return receipt, signature confirmation, registered mail, and mail box rental.

PROCEDURES

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, 2) a mail delivery and mailing service to units on campus. No mail deliveries are scheduled on weekends.

2.02 Post Office window services are on a cash basis to individuals and charge by way of a postage meter to the various OSUIT units. Window hours will vary during inclement weather and 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 unit. The exception to this is the Library which picks up its own mail in the morning (due to 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 Metered postage is for official university business mailing use only. This mail requires appropriate type written return address and type written delivery address. Proper addressing of off-campus mail is as follows:

---------------------------------------------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 Campus mail envelopes are for internal/interdepartmental university business delivery; private use is prohibited.

2.08 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 units may be required to transport their mailing to the Okmulgee Post Office.

2.09 Packages 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.

2.10 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 (FedEx) provides pick-up and delivery to the Warehouse/Receiving Area, as well as to the Human Resources office.

Approved: August 1996
Revised: October 2006
Revised: July 2009
Revised: August 2013
Revised: October 2017

3-020.2