

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Auxiliary Services Policy FO-AUX-01**  
**Mail Services**

The Kat Post exists to serve the university community, but services the general public as well. Schedules and other information are available at the Mail Services web site:

[www.shsu.edu/dept/mail-services](http://www.shsu.edu/dept/mail-services)

**RICOH Relationship**

When mail is delivered to campus, it is considered delivered to the individual. The Kat Post, operated by RICOH, will make every reasonable effort to see that the addressed recipient receives his/her mail.

**Distribution of Mail**

Official university mail will be distributed free to departments and on campus residents, both with and without addressees. Any mail received from the USPS will be distributed with no additional charge by the Mail Services department, with the exception of postage due, business reply mail, and other fees imposed by the U.S. Postal Service.

**Bulk Advertising Mailings**

University departments are strongly encouraged to use discounted mailings whenever feasible in order to save mailing costs as well as use No Return Service when appropriate. The Sam Houston Press and Copy Center will prepare the discounted mailing for a fee. If departments have external companies do the actual preparation of the discounted mailing, they should first contact the Mail Services Department at 936.294.1936. The use of the official Mailing permit number for SHSU should be pre-approved by the Kat Post before use.

**Postage**

University departments pay their postage costs with a properly completed postage slip that should accompany their outgoing mail. The department's FOP (Fund/Org/Program) must be included on the slip. The postage slips may be ordered from the Sam Houston Press and Copy Center.

Reviewed by: Dr. Kristy Vienne, AVP, Auxiliary Services, Finance & Operations  
Dr. Carlos Hernandez, Vice President for Finance & Operations

Review Date: February 24, 2020

Next Review Date: April 2025