

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

Finance & Operations Procurement and Business Services Policy FO-PUR-24
Mail Services

The Campus Post Office 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

United States Postal Service (USPS) Relationship

The Huntsville Post Office is the parent office for the SHSU Mail Services department. When mail is delivered to campus, it is considered delivered to the individual. The Mail Services department will make every reasonable effort to see that the addressed recipient receives his/her mail. The USPS audits the SHSU Post Office and counter clerks quarterly and/or at their discretion, and the monies and inventory are accounted for on daily reports.

Distribution of Mail

Official university mail will be distributed free to departments and students served, both with and without addressees. Departments are encouraged to distribute without individual addressees when sending mass mailings to departments. Only the top piece should have an address on this kind of mail. 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. 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 Mail Services Department 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: Tessy Rappé, AVP Finance & Operations
 Reneé Starns, Exec. Director Procurement & Business Services

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