

# Utah Tech University Policy

## 444: General Mail and Freight Shipping and Receiving



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### I. Purpose

- 1.1 To provide policy for Utah Tech University (“the University”) Mail Services, including the processing of general mail, incoming and outgoing mail, freight shipping and receiving, and intra-campus mail.

### II. Scope

- 2.1 This policy applies to University employees, colleges, departments, and University-recognized student organizations.

### III. Definitions:

- 3.1 **Bulk-mail permit:** A permit issued by the U.S. Post Office for non-profit organizations that allows University departments to send bulk (large) mailings at a reduced rate.
- 3.2 **Freight:** Any large, oversized, and/or heavy item transported by freight companies.
- 3.3 **General mail:** A type of mail that may include postcards, letters, envelopes, small packages, and bulk mailings.
- 3.4 **Intra-campus mail:** Mail that is circulated between University departments. Intra-campus mail is not meant for public distribution through the U.S. Post Office.
- 3.5 **Mail Services:** A University department that collects, processes, and distributes mail, freight, and intra-campus mail.

- 3.5.1 Mail Services is not a branch of the U.S. Postal Service. The U.S.

Postal Service considers incoming mail to have been delivered to the addressee when it is delivered to Mail Services. Outgoing mail becomes U.S mail upon delivery by Mail Services to the U.S. Post Office.

#### **IV. Policy**

- 4.1 University Mail Services is responsible for shipping, receiving, and distributing general mail, freight, and intra-campus mail for the University.
  - 4.1.1 Mail Services is closed weekends and on all holidays.
- 4.2 University colleges, departments, programs, and divisions may use the bulk-mail permit for University business purposes.
- 4.3 Personal mail and/or freight is not allowed to be shipped to or received by University Mail Services. The following exceptions apply:
  - 4.3.1 General mail and/or freight sent to on-campus University student housing.
- 4.4 Mail Services may open improperly addressed mail to ascertain the correct department or college address.
- 4.5 Mail Services may not open or read mail addressed to or from Human Resources, Office of Equity Compliance and Title IX, and/or Office of General Counsel.
- 4.6 The University's general mail services may not be used to solicit funds for anything other than official University business.
- 4.7 Mail addressed to former employees will be delivered to Human Resources for internal processing and/or return to sender verification.

**V. References—N/A**

**VI. Procedures—N/A**

**VII. Addenda—N/A**

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Policy Owner: Vice President of Administrative Affairs

Policy Steward: Assistant Vice President of Facilities Management

History:

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