UNIVERSITY POLICY

SUBJECT:	SUPPORT SERVICES		TITLE:	MAIL SERVICES & POSTAGE	
CATEGORY: Check One	Board of Trustees ☐	Presidential ☒	Functional ☐	School/Unit ☐	
Responsible Executive:	Vice President for Supply Chain Management		Responsible Office:	Logistical Services	
CODING:	00-01-55-50:00	ADOPTED:	03/15/91	AMENDED:	07/21/10
				LAST REVIEWED:	07/21/10

I. PURPOSE

To establish appropriate uses of the University's mail delivery system and University-sponsored postage.

II. ACCOUNTABILITY

Under the direction of the Senior Vice President for Administration, the Vice President for Supply Chain Management shall ensure compliance with this policy. The Director of Logistical Services shall implement this policy.

III. DEFINITIONS

A. **Student Residences** - Buildings owned by the University for the purpose of providing students the opportunity to live on-campus at the student's expense.

B **Postage Voucher** - The means by which a department designates those items needing University postage. This information will be utilized on a monthly basis to chargeback departmental postage costs (EXHIBIT A).

C. **Special Delivery Request Form** - The form by which a department formally requests courier service for specialty items such as blood transports, medications, equipment, and large packages (EXHIBIT B).

D. **Inter-Office Mail** - The means by which departments can send non-sensitive information (i.e. memos and reports) to other departments within the University (EXHIBIT C).

E. **Hand-Deliveries** - The means by which departments can send sensitive information to other departments within the University (EXHIBIT D).

F. **Accountable Mail** - Those items of mail processed through the U.S. Post Office that requires signature receipts and/or tracking services. Examples of accountable mail include Express Mail, Priority Mail, Certified Mail, and Registered Mail.

IV. POLICY

Requirements:

1. With the exception of providing personal mail services to those students residing in the University sponsored student housing complexes, University mail services are provided to facilitate the

educational, research, healthcare, administrative and related activities of the University. Mail services shall not be used by non-resident students, faculty and/or staff for personal correspondence.

2. Under no circumstances shall any personal mail or packages be processed for postage through University-owned postage meters.

3. All mail items sent to the mailrooms for postage processing must be accompanied by a postage voucher signed by the responsible department head or designee with a valid account/index number.

4. Unless stated otherwise on the accompanying postage voucher, all mail items sent to the mailrooms for postage processing will be considered first class mail.

5. Requests for specialized mailing services (detailed in Section V – PROCEDURES) and postage shall be specifically approved in advance by the responsible department head or designee.

6. Any unauthorized use of mail services and/or University postage will subject the individual to appropriate disciplinary procedures. The individual will also be charged for all costs. The Director of Logistical Services will notify the appropriate Unit head of any violations of this policy.

7. Any department needing U.S. Postal Service packaging supplies (i.e. Priority or Express envelopes) can contact Logistical Services to have them provided to the department.

V. PROCEDURES

A. **MAILING SERVICES**

1. Inter-Office Mail

Mail items (letters, envelopes, small packages) sent between University departments/units do not need to be processed for postage. These items are to be sent via the inter-office mail system. In order to send items via inter-office mail, senders must utilize and complete an inter-office "campus mail" envelope, which details the recipient and location of the delivery. See EXHIBIT C.

2 Hand-Deliveries

Mail items sent between University departments/units that are of a confidential or time sensitive nature may be sent via the hand-delivery system. In order to send an item(s) via hand-delivery, the sender must again utilize and complete an inter-office envelope (as described above in A.1.). The sender must clearly mark the item with the words "HAND DELIVERY" adjacent to the recipient's information. See EXHIBIT D.

3 Accountable Mail Shipped to University Employees

Accountable mail shipped to University employees will be picked up and signed for by Logistical Services' mail couriers during their daily visits to the local U.S. Post Office. All accountable mail items will be recorded into a log book and require the recipient's signature upon delivery.

B. **FEE BASED SERVICES (CHARGE-BACK ITEMS)**

1. Postage

Any department or unit requiring University postage on mail items must complete a postage voucher and affix it to the outgoing mail. See EXHIBIT A. This voucher details the items to be processed for postage and the account/index to be charged (through the University's IDT/Charge Back System.)

2. Special Deliveries

Departments requiring the delivery of specialty items must receive confirmation from the Director of Logistical Services, or his designee, before sending the items through the delivery system. Examples of such items include: blood packet transports, medications, equipment, large packages, non-medical and personal hygiene products. In order to receive such confirmation, the sending department must complete and submit a Special Delivery Request Form from the Logistical Services website (http://www.umdnj.edu/transweb/mail_room/special_req_form.htm). See EXHIBIT B. This form details the type of delivery, delivery information, account/index number to be charged, and the employee authorizing the transaction. As with hand delivery items, these specialized mail items will be recorded into a log book and require a signature upon delivery. These deliveries will be charged through the University's IDT/Charge Back System.

3. Accountable Mail Shipped by University Employees

Any department or unit needing to send accountable mail items must complete a postage voucher and affix it to the outgoing mail items. See EXHIBIT A. This voucher details the items to be processed for postage, the account/index to be charged, and the employee authorizing the transaction. These items will be recorded into a log book, assigned appropriate postage, and brought to the local U.S. Post Office for same-day processing. These items will be charged through the University's IDT/Charge Back System.

4. Bulk Mailings

Larger scale mailing needs (exceeding 200 items) are directed to an outside "mailing house" for processing. These outside "mailing houses" offer bulk rate postage, resulting in considerable savings to the University. Any department requiring bulk mailing services must contact Logistical Services (973-972-4573) to obtain the university account to which the mailing services should be charged. The costs for this service will be charged through the University's IDT/Charge Back System.

C. STUDENT MAIL / PACKAGE SERVICES

Student Residences

Logistical Services will provide personal mailing services to any student residing in campus-sponsored housing. In order to utilize these mail services, students must abide by the following procedures:

1. All outgoing mail items must be affixed with proper postage. In no instance shall any student attempt to send personal mail items through University postage meters.

2. All outgoing mail items must be placed in the authorized mail drop-off locations at the student residence.

3. Students must pick up all incoming mail items from the appropriate mail slots in the student residence. Mail will not be delivered directly to a student's room.

4. Students must pick up all larger packages, overnight and next day mailers from the local campus mailroom. Students will be notified, via a message in their mail slot, that a larger package or overnight, or next day package has arrived for them.

5. Students must pick up all delivery confirmation mail items (i.e. certified mail) from the local campus mailrooms. Students will be notified, via message in their mail slot, that delivery confirmation items are waiting to be picked up.

VI. EXHIBITS

A. Postage Voucher

B. Special Delivery Request Form

C. Inter-Office Mail Envelope

D. Hand-Delivery Mail Envelope

By Direction of the President:

_____

Vice President for Supply Chain Management

EXHIBIT A

Postage Voucher

Date *July 1, 2010*

POSTAGE VOUCHER

Charge
to Dept *President's Office*

Acct/
Grant# *000000*

Authorized Sender *Jane Doe*

Quantity	**Item**
10	*1st Class Letters*
1	*Certified Letter*
2	*Post Cards*

Mail Service Verification *John Doe*

Note: All mail will be posted FIRST CLASS unless otherwise specified on this voucher.

EXHIBIT B

Special Delivery Request Form

UMDNJ
UNIVERSITY OF MEDICINE & DENTISTRY OF NEW JERSEY
LOGISTICAL SERVICES

EXHIBIT B
Special Delivery Request Form

About Us | Shuttle Schedule | Vehicle Rental & Chart | Quality Assurance | Reporting an Accident | For University Community | For Our UMDNJ Neighbors | For UMDNJ Employees

SPECIAL DELIVERY REQUEST FORM

IF ANY CHARGES APPLY FOR THIS REQUESTED SERVICE, YOU WILL BE NOTIFIED IN ADVANCE.

Any questions, please call Sam Bandy: (973) 972–4573 or Anna Juvennelliano: (856) 566-6027

PLEASE COMPLETE ALL AREAS AND SUBMIT FORM BELOW.

IS THIS AN EMERGENCY ORDER?

YES ○ NO ● IF YES, PLEASE COMPLETE FORM, SUBMIT, AND CONTACT ANNA JUVENNELLIANO

Today's Date:

Your E-mail:*

Your First Name:*

Your Last Name:*

Department Name:*

Your Telephone #:*

Index #:*

Other Contact #:

Indicate Article:
Blood, Equipment, Mail, Etc.

Insert # of Parcels: 1

Quote Requested? ○ Yes ○ No

Confirmation requested? ○ Yes ○ No

Item(s) Departing From:

Item(s) Departing From:
(contact name)

Telephone #:

Campus /Street/ Town, Address:

Building Name:

Floor #:

Room #:

Department Name:

Pick-up Date:

Pick-up Time:

Items(s) To Be Delivered to:

Items(s) To Be Delivered to:
(contact name)

Telephone #:

Campus /Street/ Town, Address:

Building Name:

Floor #:

Room #:

Department Name:

Delivery Date:

Delivery Time:

http://www.umdnj.edu/transweb/mail room/special req form.htm

EXHIBIT C
Inter-Office Mail Envelope

MAILING ADDRESS
For prompt delivery, complete the entire address
as outlined in the UMDNJ Telephone Directory

DELIVERY SCHEDULE
Within Campus – **SAME DAY** – if mail is ready for 10 AM pickup
Between Campus – **NEXT DAY** – if mail is ready for 10 AM pickup

FOR INFORMATION ON DELIVERY SCHEDULE
CALL YOUR CAMPUS MAILROOM

Newark	(973) 972-4060
DOC	(973) 972-3566
Piscataway	(732) 235-4721
New Brunswick	(732) 235-6209
Camden	(609) 757-7731
Stratford	(609) 566-6027

UMDNJ
UNIVERSITY OF MEDICINE & DENTISTRY OF NEW JERSEY

CAMPUS MAIL

Name	Matthew DeKok	Name	Name
Dept	LOGISTICAL SERVICES	Dept	Dept
Bldg/Rm#	LIBERTY PLAZA – ROOM 2100	Bldg/Rm#	Bldg/Rm#
Campus	NEW BRUNSWICK	Campus	Campus

Name	Name	Name
Dept	Dept	Dept
Bldg/Rm#	Bldg/Rm#	Bldg/Rm#
Campus	Campus	Campus

Name	Name	Name
Dept	Dept	Dept
Bldg/Rm#	Bldg/Rm#	Bldg/Rm#
Campus	Campus	Campus

Name	Name	Name
Dept	Dept	Dept
Bldg/Rm#	Bldg/Rm#	Bldg/Rm#
Campus	Campus	Campus

Name	Name	Name
Dept	Dept	Dept
Bldg/Rm#	Bldg/Rm#	Bldg/Rm#
Campus	Campus	Campus

EXHIBIT D

Hand-Delivery Mail Envelope

MAILING ADDRESS

For prompt delivery, complete the entire address as outlined in the UMDNJ Telephone Directory

DELIVERY SCHEDULE

Within Campus – **SAME DAY** – if mail is ready for 10 AM pickup

Between Campus **– NEXT DAY** – if mail is ready for 10 AM pickup

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Camden	(609) 757-7731
Stratford	(609) 566-6027

UMDNJ
UNIVERSITY OF MEDICINE & DENTISTRY OF NEW JERSEY

CAMPUS MAIL

Hand Deliver

Name	Matthew DeKok	ame	Name
Dept	LOGISTICAL SERVICES	Dept	Dept
Bldg/Rm#	LIBERTY PLAZA – ROOM 2100	Bldg/Rm#	Bldg/Rm#
Campus	NEW BRUNSWICK	Campus	Campus

Name	Name	Name
Dept	Dept	Dept
Bldg/Rm#	Bldg/Rm#	Bldg/Rm#
Campus	Campus	Campus

Name	Name	Name
Dept	Dept	Dept
Bldg/Rm#	Bldg/Rm#	Bldg/Rm#
Campus	Campus	Campus

Name	Name	Name
Dept	Dept	Dept
Bldg/Rm#	Bldg/Rm#	Bldg/Rm#
Campus	Campus	Campus

Name	Name	Name
Dept	Dept	Dept
Bldg/Rm#	Bldg/Rm#	Bldg/Rm#
Campus	Campus	Campus