

# Policies and Procedures Handbook

## Illinois Institute of Technology

Procedure No.: H.1

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**Subject:** Mailing Procedures

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### I. Authorized Uses

- A. To qualify for university postage, outgoing mail delivered to the campus post office must (i) contain official business, (ii) be enclosed in an IIT envelope with the department name and IIT return address and (iii) show a proper and complete mailing address.
- B. Mail from sponsored organizations or societies may be handled upon payment of postage or with a properly completed interdivisional requisition (IDR).
- C. Campus mail is not intended for personal business use, political campaign purposes or private commercial activities.
- D. University organizations may purchase stamps from the post office with cash only.
- E. Mailings consisting of 200 or more identical pieces may be appropriate for the bulk-mail rate. (See Procedure H.2.) Mail sent with the bulk-rate imprint is controlled exclusively by Office and Postal Services. Such mail may not be entered directly into the postal system without the approval of the manager of Office and Postal Services.
- F. Personal mail with proper postage affixed will be dispatched from the campus post office.

### II. Mail Delivery

- A. Mail will be delivered in accordance with the schedule published by the campus post office director and distributed to each department and organization receiving mail from the campus post office.
- B. All inter-campus mail intended for delivery by the campus post office must include the department name of the individual for whom the mail is intended. Mail not bearing the department of the addressee may be delayed. Inter-campus mail should be enclosed in an IIT interoffice envelope. If an interoffice envelope is not used, the words "Campus Mail" should appear on the face of the envelope. Large volumes of mail should be grouped into campus mail, U.S. mail (including Puerto Rico, the Virgin Islands and Guam), Canadian mail, Mexican mail and international mail.

- C. All departments receiving mail from the campus post office should establish a designated mail pick-up/delivery area easily accessible by the mail clerk. When a designated mail pick-up/delivery area will not be accessible by the mail clerk, the department should designate an alternate pick-up/delivery area in its building.

### **III. Charges**

- A. Departments will be charged for all letter-sized mailings, at the current postal rate, or like items exceeding 25 pieces. Departments will be charged the current postal rate for all domestic and international "flat" mailings. Departments sending such mailings should prepare an IDR and place it with the mailing.
- B. Departments will be charged for all mail requiring special services (e.g., express mail, UPS next-day service, UPS second-day air, registered mail or certified mail).
- C. Departments will be charged for all parcels. An IDR should be prepared and placed with the parcel. Any piece of mail weighing over 11 ounces is considered a parcel.

### **IV. Method of Dispatch**

Mail will be sent via the most economical method, as determined by post office personnel, unless the sender requests a specific method of dispatch. Letter-sized mail will normally be sent via the U.S. Post Office, but flats and parcels may be sent via UPS if the cost is less.

### **V. Preparation of Mailings**

- A. All standard letters should be facing the same direction with the flaps open in a tray or box. Flats should be sealed and facing the same direction in a tub or a box. Trays and tubs can be obtained at the campus post office.
- B. The post office cannot process mailings that consist of sheets of papers folded in half or in thirds and stapled. This type of mailing will not go through the postage meter. All mailings should be placed in an appropriate-sized envelope.
- C. Boxes should be well secured with packing tape. There should be no stickers or numbers from previous mailings on the box if the box is being reused. A complete mailing address should be placed in the middle to lower half of the front of the box. A complete return address, including department name, should appear in the upper left-hand corner. The upper right-hand corner should be free of tape or writing so that the proper postage may be affixed.

## **VI. General Information**

Information about postal rates and regulations is available at the campus post office. Questions regarding postal rates, regulations and preparations of mailings should be directed to the campus post office director at ext. 7-3068.