

# METROPOLITAN STATE UNIVERSITY REGULATIONS



## Mail: University Mail Processing System

### **Administrative Affairs Procedure #410**

#### **Section 1. Procedure**

This outlines procedure regarding the university mail processing system.

#### **Section 2. Authority**

This procedure is issued pursuant to the operating authority granted to the university's President by the Board of Trustees of the Minnesota State Colleges and Universities.

#### **Section 3. Effective Date**

This procedure shall become effective upon signature by the Vice President of Administration and Finance, and remain in effect until modified or expressly revoked.

#### **Section 4. Responsibility**

The responsibility for implementation of this procedure is assigned to the Associate Vice President, Administration and Finance.

#### **Section 5. Objective**

To provide information on the various methods available to process internal and external mail, either through the post office or interoffice distribution.

#### **Section 6. Implementation**

- a. FORMS: Postage Charge Slip (SL-10215-01)  
Metered Mail

All mail requiring postage should be delivered to the mail room twice daily - 11:30 and 3:30. Each bundle of mail MUST have a Postage Charge slip attached and filled out with the following information:

- department
- department account number
- month and day of the year
- signature of individual preparing the mail

Mail received which does not have appropriate University identification and budgeting information will be delayed until the sender can be identified.

\*Envelopes must be presented sealed for kraft "flat" envelopes, and for #10 "standard letter size envelopes" the flaps must be down.

b. Classes of Mail

First Class - Some items must be mailed at the first class rates. These include:

- a. bills and letters of account;
- b. matter partially in writing or typewriting. This includes identical copies that may be prepared by a typewriter, and carbon copies. However, this restriction does not include multiple copies produced by computer;
- c. autograph albums containing writing;
- d. printed forms filled out in writing;
- e. canceled or uncanceled checks;
- f. receipts and orders;
- g. invoices;
- h. personal or other correspondence;
- i. any mail sealed against postal inspection.

Third Class - Third class rates begin when a mailing piece weighs at least 5 ounces.  
NOTE: Sample mailings have shown that third class mail to destinations within the state have been delivered as quickly as first class mail.

Fourth Class - Bound Printed Matter - The university catalog qualifies under this rate.

Book Rate - For books, films, catalogs for films, records and any other educational or cultural matter.

Library Rate - For books, films, educational or cultural matter mailed to another educational institution, museum, library, herbaria and so forth.  
NOTE: Kraft envelopes must be sealed and each piece stamped or handwritten specifying the rate class it is being mailed at (e.g., first class, third class, book rate, etc.)

Mail being shipped overseas should be separated and identified so that the proper postage can be affixed. This also applies to registered, certified and express mail.

Registered/Certified Mail - The purpose of the registered/certified mail system is to provide added protection and delivery verification for valuable and/or important mail. A proof of delivery receipt is returned to the sender. However, registered/certified mail is somewhat slower than first class mail.

Express Mail - This classification guarantees delivery within 24 hours to designated locations. However, because of the special handling and guarantees offered, it is far more expensive than regular mail and should be avoided if at all possible.

United Parcel Service (UPS) - If it is necessary to send a parcel, contact the mailroom coordinator. The coordinator will arrange for the messenger to deliver the parcel to UPS.

Upon receiving the receipt for the charges, an Internal Requisition 1400 should be filled out and returned to the Business Office.

- c. Interoffice Mail - Any mail for another state agency should be sent through interoffice mail. Interoffice mail is picked up and delivered once daily at approximately 11:00 am. Normal delivery time is 24 hours. Interoffice envelopes may be obtained from the purchasing staff by submitting a supply order form.

Any other request for a special delivery or pick up should be made in advance to the University messenger.

- d. Personal Mail - Personal mail can be processed through the university mailroom. However, all personal mail must be stamped and include a return address. Personal mail presented to the mailroom without the appropriate postage is in violation of university and State of Minnesota policies and may be subject to disciplinary action.

### **Section 7. Review**

This procedure will be subject to review on an annual basis.

### **Section 8. Approval**

Issued on this 12th day of September, 2000.

---

Cathleen Brannen, Vice President, Administration and Finance