

Dixie State University Policy

444 General Mail & Freight Shipping/ Receiving



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I. Purpose

- 1.1 To provide policy on Dixie State University's general mail services and incoming and outgoing freight.

II. Scope: N/A

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 **Inter-campus mail:** Mail that is circulated between campus departments. Inter-campus mail is not meant for public distribution through the U.S. Post Office.
- 3.5 **Mail Services:** A department on campus that collects, processes, and distributes mail, freight, and inter-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 Dixie State University Mail Services is responsible for shipping, receiving, and distributing general mail, freight, and inter-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 Dixie State University's Mail Services. The following exceptions apply:
 - 4.3.1 General mail and/or freight sent to University student housing
 - 4.3.2 General mail and/or freight sent to Auxiliary Services housing.
- 4.4 Mail Services employees may open and/or inspect all incoming, outgoing, or special delivery mail.

V. References: N/A

VI. Procedures: N/A

VII. Addenda: N/A

Policy Owner: Vice President of Administrative Affairs
Policy Steward: Executive Director of Facility Management

History:
Approved 11/15/96
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