BUSINESS SERVICES
POLICIES AND PROCEDURES

DEPARTMENT:
MAIL SYSTEMS

BSG-005 MAIL SYSTEMS GENERAL POLICY

PURPOSE

To provide delivery of intra-campus mail without the use of the U.S. Postal Service and to accommodate those departments which require services provided only by the U.S. Postal Service.

POLICY

The Mail Systems department is restricted to approved official University transactions and is not for personal or private practice mailings. Mail room services are divided into two sections: (1) interoffice on-campus mail, and (2) incoming U.S. mail and outgoing U.S. mail. University green/white envelopes and reusable manila envelopes are used for interoffice mailing. The interoffice mail system cannot be used for soliciting funds, advertising, political campaigns, soliciting employees by non-University organizations or formatters that do not specifically involve University business.

Locator codes have been set up for all departments and locations on the Coral Gables campus. This system assigns a 4-digit code to each department based on its mail delivery location within the campus. This 4-digit number is also used as a zip+4 code and should follow the 33124 U.S. Postal Service zip code on all letterhead, envelopes, etc.

The first 2 digits of the locator code correspond to the department's mail delivery building on campus. The last 2 digits correspond to a department's designated "address" within the building. Locator codes are listed throughout the University phone directory under the departmental listings.

Because post office boxes are often shared by many departments, it is important that incoming mail be addressed with the locator code as a zip+4 code, and that this information is clearly communicated to those with whom departments deal. Locator codes are assigned by the Mail Systems Manager at 8-5255. To ensure uninterrupted mail delivery, department heads must notify Mail Systems in advance of all moves or new personnel which will affect mail deliveries.
PROCEDURE

1. Collections and Deliveries:

The Coral Gables campus mail room operates five (5) days a week, Monday through Friday, between 8:00 a.m. and 5:00 p.m. All outgoing mail is metered and delivered to the U.S. Post Office the same evening.

The Coral Gables post office is located in the Whitten University Center Building, and our locator code is 6710. The telephone number is 284-5255. Our campus post office, at the same location, is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. This office provides all postal service products to include: postal stamps, money orders, and post office box rentals.

2. Interoffice Mail

Envelopes must be addressed legibly and completely by printing or typing, campus, building and department designation and title with return address and sender's name in the appropriate section. Interoffice mail delivered to the Coral Gables campus must use the proper locator code. Please refer to University phone directory for list of locator codes. Improperly addressed mail will be returned to sender. Green and white interoffice envelopes or reusable manila envelopes should be used, except in the case of pictures or other contents which cannot be folded.

4. Outgoing U.S. Mail

All outgoing U.S. mail should include the Zip Code and your University account (6 digits) number to expedite delivery and metering. Mail not labeled with account number will be returned. Include your return address consisting of the Post Office box number, department name, and zip code. For Coral Gables departments using an on-campus PO Box the zip code is 33124. All others using building addresses should use 33146, specifically Plumer, Gables One Tower, and Residenti al Colleges. Mailings utilizing larger than standard size business envelopes intended for first class or air mail should print same in large letters; otherwise the USPS will handle in the same manner as third-class mail. Non-first-class mail must note contents on envelope, i.e., book, music, printed matter or testing materials.

All metered mail should be bundled with the account number, department, and the date. Outgoing personal letter mail should be deposited in the U.S. Post Office collection box located inside the Contract Station.
Bulk mail service should be handled via University Communication. The telephone number for University Communication is 284-5600.

Any mail which must be postmarked with the same date as the day it is mailed through the University Mail Systems must be separated and identified as such before being placed in the University Mail System. Departments who meter their own mail should bundle and ensure collection on the same day it was metered.

5. Available Services

Mail Systems offers metering and sealing of envelopes for outgoing mail only. Mail Systems does not seal Interoffice Mail. Sealing outgoing mail will depend on the thickness of the items. Check with Mail Systems personnel for thickness specifications.

Due to enhanced digital technology, postcards cannot be glossy to ensure proper metering.

6. Scheduled Delivery and Pickup Times

For detailed route information, please contact Mail Systems Manager at 305-284-5222.

For information on Medical campus mail, contact 305-243-6245.

For more information on RSMAS campus mail, contact 305-421-4101.

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