

Mail Services

Original Implementation: September 1, 1965

Last Revision: January 26, 2016

U.S. Postal regulations and the following university policy govern the handling of mail:

1. The Stephen F. Austin State University Post Office is considered the official receiving point for all mail for university offices, departments, residence halls and apartments.
2. University departments and administrative offices will use the SFA Post Office for all postal transactions. Departments will not be permitted to purchase or retain stamps without written permission from the university president. A copy of the written permission will be filed in the SFA Post Office.
3. All SFA mail is considered delivered when the Nacogdoches Post Office delivers it to the SFA Post Office.
4. SFA Post Office staff will attempt to deliver incorrectly addressed mail according to USPS requirements. Business mail addressed only to the university will be sent to the Business Office for proper routing.
5. Post Office box numbers must be used on all correspondence.
6. All outgoing mail requiring metered postage, or mailed under SFA permit, must be for official university business and have a complete return address with "Stephen F. Austin State University" and the department of origin used within the address. A completed postage IDT card must be attached to the mail to ensure proper accounting of postal charges. Mail (other than bulk rate) must be received in the post office by 4:00 p.m. for dispatch the same day.
7. Campus mail is defined as mail related to official university business and is delivered to campus boxes without postage. Mail addressed to USPS boxes 4600-4659 and all personal mail requires postage.
8. All campus mail should be enclosed in a campus mail envelope. If other envelopes are used, they must be marked "Campus Mail" and have a complete return address including the department of origin and the box number. Campus mail in plain envelopes without a return address will be delivered postage due.
9. All residents of university-owned housing are required to have a SFA Post Office box and notify correspondents of the box number.
10. Retired faculty or staff members are permitted to retain a box at their own expense on a space-available basis.
11. It is the responsibility of each department to distribute, forward or return mail addressed to personnel within the department.
12. SFA Post Office observes the same holidays as the U.S. Post Office. Morning mail will be boxed on holidays not observed by the university but sales windows will be closed.

Cross Reference: None

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Manager of University Post Office

Forms: Postage IDT Card (available in the SFA Post Office)

Board Committee Assignment: Academic and Student Affairs