



Mail Services

Purpose

The purpose of this policy is to affirm the official procedures of the Stephen F. Austin State University (SFASU) Post Office. The SFASU Post Office is considered the official receiving point for all mail and packages not requiring SFASU inventory tags on behalf of university offices, departments, and residence halls.

Persons Affected

This policy applies to all residential students, campus departments, employees acting on behalf of the university in their official capacity, and retirees.

Definitions

Campus Mail: 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.

Policy

University departments and administrative offices will use the SFASU Post Office for all postal transactions. All residents of university-owned housing are required to have an SFASU Post Office box and notify correspondents of the box number.

All outgoing mail requiring metered postage, or mailed under SFASU 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 Inter departmental transfer (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.

Retired faculty or staff members are permitted to retain a box at their own expense on a space-available basis.

Procedures

- A. U.S. Postal regulations govern the handling of mail:
 1. All SFASU mail is considered delivered when the Nacogdoches Post Office delivers it to the SFASU Post Office
 2. SFASU 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.
- B. It is the responsibility of each department to distribute, forward or return mail addressed to personnel within the department.



- C. 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. Post Office box numbers must be used on all correspondence.

Related Statutes or Regulations, Rules, Policies, or Standards

Tex. Educ. Code § 51.209

Tex. Att'y Gen. Op. No. JM-1091 (1989)

Regents' *Rules and Regulations*, Rule 80103, Solicitation

UTS 153 Campus Mail – Use by Faculty and Staff Organizations

Responsible Executive

Vice President of Student Affairs

Revision History

September 1, 2023 (original)