

North Dakota State University

Policy Manual

SECTION 702

MAIL

SOURCE: NDSU President

1. The campus mail service picks up and delivers both U.S. Mail and interdepartmental mail at the various buildings each working day. With the assistance of the Tri-College University shuttle service, mail between NDSU, Concordia College and Moorhead State University may also be delivered via the campus mail, so long as the recipient's department and institution are clearly indicated.
2. Departments on campus receive U.S. Mail either by delivery to a building via campus mail service or by customer pickup from a box located at the US Post Office - NDSU Station.
3. Scheduling changes and/or concerns for campus mail service should be directed to the Facilities Management department.
4. All departments have an identifying box number, including those in buildings receiving mail by campus delivery. This number should be used on all forms of postal communications, i.e., letterhead, envelopes containing a return address, return receipt cards, etc. The Purchasing Department has a complete listing of all NDSU box numbers.
5. Central administration is responsible for payment of all campus box rentals. Departments should submit any requests for Post Office boxes to the Purchasing Department.
6. Packages being shipped by staff members in the course of University business should be processed through the department's administrative office.
7. The University is under contract with an outside vendor to provide sorting, weighing and metering services for the outbound U.S. Mail. Departments are encouraged to participate in this service and should contact the Purchasing Department to request this service or to report any service/billing problems that may arise.
8. Postage stamps are available to departments on a limited basis. If a department requires use of postage stamps, they should request them through the Purchasing Department.

HISTORY:

New	July 1990
Amended	June 1996
Amended	May 2007
Housekeeping	February 15, 2011