

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Mail Services

**Policy Number:** 16.16

**Is this policy new, being reviewed/revised, or deleted?** Review/Revise

**Date of last revision, if applicable:** 1/29/2019

**Unit(s) Responsible for Policy Implementation:** Vice President of Student Affairs

**Purpose of Policy (what does it do):** Regulation of mail services (receiving and distribution)

**Reason for the addition, revision, or deletion (check all that apply):**

Scheduled Review       Change in law       Response to audit finding

Internal Review       Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** Minor changes.

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Carrie Charley, Executive Director, Campus Living, Dining and Auxiliary Enterprises

Brandon Frye, Vice President of Student Affairs

Damon Derrick, General Counsel

## Mail Services

**Original Implementation:** September 1, 1965

**Last Revision:** ~~January 29, 2019~~ February 1, 2022

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

The Stephen F. Austin State University Post Office is considered the official receiving point for all mail and packages not requiring SFA inventory tags on behalf of university offices, departments, residence halls and apartments.

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.

All SFA mail is considered delivered when the Nacogdoches Post Office delivers it to the SFA Post Office.

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.

Post Office box numbers must be used on all correspondence.

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.

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.

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.

All residents of university-owned housing are required to have an SFA Post Office box and notify correspondents of the box number.

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

It is the responsibility of each department to distribute, forward or return mail addressed to personnel within the department.

-The SFA Post Office will remain open on U.S. Post Office holidays not observed by the university, unless notification is made in advance, but mail will not be delivered or picked up on that day. Instead it will be delivered or postmarked on the first normal day of business following the holiday.

**Cross Reference:** None

**Responsible for Implementation:** Vice President *of* ~~for University~~ *Student 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