

Campus Mail Information

Campus mail is a service provided by PMS Solutions-Mail to pickup and deliver interdepartmental mail. Since the daily volume of campus mail is substantial, all employees should be aware of the following information to insure prompt and efficient delivery:

1. Address all campus mail according to the following format:

Name of Person - Example: John Smith
Department - Journalism
Building & Room Number - KIMP 116

It is imperative that the name of the department be included. Building abbreviations, departments and room numbers may be found in the campus directory. Please cross out all old addresses on campus envelopes.

2. Limitations on items:

- A. Minimum size: Standard postcard, 3-1/2"x 5"
Maximum size: 12"x 15"x 2" thick and 1.5 lbs. in wt.
- B. Items: No books larger than maximum size
No unsealed envelopes
No supplies
- C. No personal mail will be picked up by Campus Mail Service personnel.

Essentially, this service provides for the distribution of written communication of reasonable size, shape and weight. Large items such as hardware, record tapes, motion picture films, etc., must be sent to other offices by another method.

All campus mail is picked up and delivered to departments by University Mail Officers. Campus mail is normally collected twice daily (due to volume, afternoons on Monday or 1st working day of business week) from departments on campus, once daily from departments in outlying areas or where mail volume is lightest.

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