

**MAIL SERVICES**

**POLICY**

Implementation Date: 00/00/00

Revised: 00/00/00

**Definition**

Mail Service provides delivery and pickup of U.S. mail and intercampus mail for all units of California State University, San Marcos. Additional services provided include assistance in mail piece design for addressing mail, bulk mailings and specialty mailings including certified mail, registered mail, expedited mail and insured mail. Mail Services also handles Federal Express shipments for campus units.

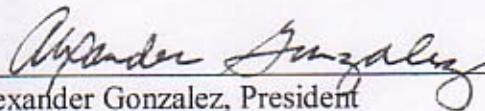
The university postage meter shall be used for official university mail only. Official university mail is defined as that mail required to further the purpose of the university and is limited to mail necessary for the conduct of the sender's official university responsibilities. The metering of personal mail by CSU San Marcos personnel constitutes the misuse of state resources and violates State policy.

**Authority**

The Domestic Mail Manual which contains the USPS standards of mailing and the International Mail Manual which sets forth the policies, regulations and procedures governing international mail services.

**Scope**

This policy applies to all areas of the campus community.

  
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Alexander Gonzalez, President

4/23/99  
Approval Date