

# STOCKTON UNIVERSITY



## PROCEDURE

### Mail Services

Procedure Administrator: Associate Vice President for Administration and Finance

Authority:

Effective Date: September 11, 1974; February 12, 1975; October 7, 2009

Index Cross-References:

Procedure File Number: 6640

Approved By: Dr. Herman J. Saatkamp, Jr., President

### I. PURPOSE:

To explain the conditions, regulations, and procedures related to Intra-University and U.S. Mail services.

### II. PROCEDURE:

- A. University Mail. Mail is picked up from the Post Office at 8:30am daily Monday through Friday. Mail is then delivered to the Parkway building. By 9:00am the mail is brought back to the main campus and sorted. Mail may be picked up and out-going mail may be dropped off at the Mailroom (F025) between 11:00am and 3:30pm daily Monday through Friday. Out-going mail leaves the campus at 3:45pm to be delivered to the Post Office.
- B. Student Mail. Each student living on campus may register for a mailbox using their current student ID. Student mail is placed in the mailboxes by 10:30am daily Monday through Friday.
- C. Bulk Mail. Bulk mailings are delivered to the Pleasantville, NJ Post Office on Tuesdays and Thursdays by 2:00pm.
- D. Personal Mail. The Mailroom will take stamped letters and packages under 13 ounces with postage applied and deliver these items to the Post Office. The Mailroom cannot accept delivery of any personal mail.

### Approval History:

|           | Date     |
|-----------|----------|
| President | 10/07/09 |