

Personal Mail and UPS Shipments

In an effort to continue to provide a convenience to campus personnel who desire to have their personal mail delivered to the Post Office, staff may place their "stamped" mail in their office outbound mailbag. However, it is required that this mail have a sufficient amount of postage affixed to each piece. Mail Services staff will sort this "stamped" mail into the U.S. Postal Service (U.S.P.S.) mailbag that is delivered to the Post Office each afternoon. Staff requiring Priority Mail, or other special handling, can either take their mail to the U.S.P.S. facility located in the lower level of the Student Union or to Mail Services located in the University Warehouse. However, please be aware that Mail Services does not have stamps for sale. You may purchase stamps at the U.S.P.S. facility located in the lower level of the Student Union.

Staff who occasionally have the need to ship a personal package via United Parcel Services (UPS) may bring their package to Mail Services for processing. Each package will incur a nominal handling fee of one dollar (\$1).

Due to new accounting procedures regarding the handling of cash, payments for either mail or UPS must now be paid by check only. Mail Services will no longer accept cash payments. Additionally, the sender must provide official University identification at the time of shipment, as these services are only available to employees of the University.