



POLICY STATEMENT 91 MAILING SERVICES

POLICY DIGEST

Monitoring Unit: Auxillary Services
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I. PURPOSE

To outline the policy of Louisiana State University regarding the collection, processing, metering, and distribution of U.S. Postal Service (USPS) departmental mail and the permitted use and exchange of interdepartmental campus mail in the support of official University business.

II. DEFINITIONS

LSU Department. Any administrative unit of the University under the authority of its Board of Supervisors.

Recognized Employee and Student Organizations. Organizations to which official University recognition has been granted by the LSU Board of Supervisors or the Dean of Students respectively.

Affiliated Organizations. Examples include the LSU Foundation, the LSU Alumni Association, Tiger Athletic Foundation and such others as have been designated as defined by the Regulations of the Board of Supervisors.

University Sponsored Programs. Programs that occupy office or other space on the campus or make other use of University facilities and premises under a written agreement with the University.

Departmental Mail. All USPS mail, inbound and outbound, using the university's unique zip code of 70803

Campus Mail. The routine interdepartmental correspondence, without postage, circulated within the LSU mail system among individuals, LSU departments, and others on campus.

Mass Mailing. Use of Campus Mail for large scale distribution of printed communications to individuals located within University facilities and premises.

III. POLICY

LSU's Mailing Services operation has been established as a department for the following purposes:

- Collect and distribute official LSU interdepartmental campus mail from department to department.

- Sort and distribute to University addressees inbound LSU departmental mail received or collected from the USPS.
- Collect and apply metered postage on outbound LSU departmental mail and deliver to the USPS.

LSU Mailing Services is responsible for compliance with appropriate USPS rules and regulations. Postage metering services, for all outbound official University mail, is provided exclusively by LSU Mailing Services. Postal regulations (602.1.5.2 &3) state that all mail metered by LSU Mailing Services must bear a legible, valid Louisiana State University return address. The services of LSU Mailing Services (both campus and external mailings) are restricted to the business of the University.

All mailings requiring postage must have the [USPS Domestic Mail](#) or [International Mail Postage Charge Form](#) attached. Mail submitted without an accurate and complete Postage Charge Form may be delayed and/or returned to the department.

All mail addressed to the University is the property of the University and subject to the policies and procedures of LSU Mailing Services until such time as it is received by the intended recipient. All interaction with the USPS and other activity associated with the purchase or use of postage and/or postal services (postal permits, business reply mail, etc.) is subject to the oversight of LSU Mailing Services.

Use of Campus Mail for interdepartmental mailings is provided specifically for official correspondence of University administrative units and is afforded as a convenience to various groups located on the campus including:

- recognized employee and student organizations in accordance with the purposes for which these organizations have been established,
- Faculty Senate,
- Staff Senate,
- Student Government,
- Campus Federal Credit Union,
- by affiliated organizations and
- University sponsored programs.

Use of Campus Mail for distribution of commercial solicitations is specifically prohibited.

Use of Campus Mail for Mass Mailings to employees is restricted to printed materials mailed from University Departments, the Faculty Senate, and the Staff Senate for the accomplishment of their missions.

Except as provided for herein, Campus Mail may not be otherwise used for interdepartmental or mass mailings. Non-University mail with postage affixed will be collected and delivered to the USPS if placed with, but batched separately from, out-going Departmental and Campus Mail. Mail collected or received by Mailing Services from the USPS will be delivered to campus addresses designated without reference to its source or purpose.

Ineligible mail deposited with LSU Mailing Services will be returned to the sender if known or disposed of otherwise, if the sender is unknown.

Questions regarding eligibility to use Mailing Services should be directed to LSU Mailing Services at lsumailsvc@lsu.edu

IV. SOURCES

Postal regulations (602.1.5.2 & 602.1.5.3)

V. APPENDIX

[USPS Domestic Mail](#)

[International Mail Postage Charge Form](#)