

Policy 100.4 – Mail Room

Date Adopted: 1/11/11

Issuing Office: Administration & Finance

Date Revised:

Approved By:

References:

I. POLICY

The University of Montana Western provides mail services for all of its departments, faculty and staff as needed to conduct daily University business.

II. PURPOSE

The purpose of this policy is to provide guidelines for faculty and staff sending and/or receiving mailings associated to Western business.

III. PROCEDURES

1. All department, full time faculty, and staff members requiring the use of a campus mailbox are assigned a mailbox and issued a key to access that specific mailbox. If additional keys are needed, they are issued to the person or department assigned to that specific mailbox. Information on this process is available at the campus mail room.
2. UMW faculty and staff are not allowed to receive personal mail via the campus mail room.
3. All mail must be retrieved through the front of the mailbox. The mail room does not give out mail through the mail room window.
4. A mail slip is placed in the owner's mailbox for packages too large for the mailbox. The mail slip is given at the mail room window when picking up the package and the mail room clerk then gives the package to the mailbox owner.
5. The UMW mail room does not sell postage for personal packages; however, first class stamps for personal envelopes are sold.
6. Packages and letters with personal postage affixed can be left at the UMW mail room for pick-up by the US Postal Service, UPS, and FedEx services.
7. Mailbox keys must be returned to the mail room at the end of employment. If any keys are either lost or not returned, the person to whom the keys were issued or the department that person was employed in will be responsible for purchase and installation of a new mailbox lock and three keys for the new mailbox lock.
8. If an incoming package weighs over 25 pounds, arrangements can be made to have the package delivered to a specific campus area.

IV. AUTHORITY

V. RESPONSIBILITY

Vice Chancellor for Administration & Finance/Student Affairs, Mailroom Supervisor