

1. CAMPUS MAIL - GENERAL

A. INTRA-CAMPUS MAIL

Only intra-campus manila envelopes should be used for your intra-campus mail. When using intra-campus envelopes, cross out the previous address and name. If you use regular white envelopes, your intra-campus mail could be processed as regular mail and the sender charged for postage. When addressing intra-campus mail, the individual's name and campus zip code is sufficient. Do not use building, room number, or telephone extension number when addressing intra-campus mail. Intra-campus mail should be banded **separately** from your outgoing First Class mail.

B. MAIL CLASSIFICATION

Be certain that your outgoing U.S. Mail is classified correctly (First Class, Third Class, Library Rate, etc.). If the classification is not immediately apparent, you must write it on the face of the envelope prior to the scheduled intra-campus mail pick-up. Mail not classified will be mailed out First Class. Large mailings of identical contents must be marked according to the proper classification.

C. MAIL PREPARATION

Departments are responsible for preparing all outgoing mail. Example: addressing, wrapping, inserting envelopes, filling out customer mailing forms, and identifying the mail class you wish to use. **When in doubt, a consultation with the Mail Service Center is strongly recommended. Please contact us at x86783 as early as possible in your project.** The Mail Service Center provides a limited amount of supplies. Campus departments may obtain mailing forms, Bulk Mail labels, rubber bands, Express Mail labels, and Express Mail envelopes. Do not overstuff letter size envelopes. The postage machine will not seal them and jamming may occur. Stack and rubber band all off campus mail with the flaps closed. Departments must also seal all manila clasp envelopes. Always separate campus mail, foreign mail and unsealed matter from regular mail by binding with a rubber band. Avoid tossing un-banded mail into your department mail bag.

All outgoing mail requires a return address with, the department, CSUS, 6000 J Street, Sacramento CA 95819 + your campus zip code and postage account number. Only mail that has CSUS as part of its

return address will be processed by the Mail Service Center. No other return address is acceptable.

D. POSTAGE CHARGE-BACKS

Postage is charged to each department through the use of its postage account number. The Mail Service Center is not responsible for monitoring individual use of account numbers. All valid postage account numbers will be processed. Mail with invalid account numbers will be returned to the department. Postage account numbers must appear in the upper left-hand corner of all out-going envelopes or packages as the last line of the return address. Monthly postage charges are reflected on the department's monthly Financial Statements generated by Management Services.

E. FORWARDING MAIL

The Mail Service Center has no formal system for forwarding mail. If the individual is no longer with the university, only First Class and Priority Mail may be forwarded without payment of additional postage. Do not repackage mail for forwarding. Readdress it and write "forward" on it.

F. PERSONAL MAIL

The campus Mail Service Center is **not** available for the personal mail of employees or students, or for the advertisement of programs not sponsored or approved by the University.