



BOISE STATE UNIVERSITY

University Policy #8080

Mail Service

Effective Date

July 1981

Last Revision Date

July 2015

Responsible Party

Vice President and Chief Financial Officer, (208) 426-1200

Scope and Audience

This policy applies to all campus units.

1. Policy Purpose

To establish the authority for all movement of campus mail.

2. Policy Statement

[Central Postal Services](#), State of Idaho Department of Administration, provides mail services for the University. This includes gathering, sorting, and delivering all interdepartmental campus mail, and mail routed through the United States (U.S) Postal Service.

3. Responsibilities and Procedures

3.1 Policy Details

- a. Central Postal Services adheres to all federal postal regulations and the Manager of Mail Services has been designated the University's liaison with U.S. Postal authorities.

- b. Only recognized University departments may utilize the services of Central Postal Services. Requests for use of Central Postal Services by other than University departments must have approval of the Vice President for Finance and Administration or his/her designated representative(s).

- c. Mail services procedures, guidelines, and assistance may be found on the [University Mail Services website](#).

4. Related Information

Central Postal Services
<https://postal.idaho.gov/>

University Mail Services Website
<https://www.boisestate.edu/oit/>

Revision History

July 2015