

OFFICE OF COMPLIANCE SERVICES  
UVM.EDU/POLICIES

## POLICY

**\*\*FOR PRINTED USE ONLY\*\***

Policies residing on UVM's Institutional Policy website are the most current versions available. If you are viewing a policy anywhere else including in print, it is not the most current version. Policies are designated as authorized repositories of the United States Postal Service (USPS) mail, shall be established and operated in conformance with United States Postal Regulations, as administered by the Director of Print and Mail Center. Stamped and metered mail will be

## Applicability of the Policy

This policy applies to all individuals or organizations communicating via U.S. Mail with the University of Vermont and to all individuals or organizations communicating via intra-campus mail, including University faculty, staff, students, academic and administrative units, officially recognized University groups and organizations, and groups, organizations, and/or persons without official University recognition or affiliation.

## Policy Elaboration

Incoming U.S. Mail is sorted and delivered to the designated recipient on the mail piece, if the mail piece is addressed to a UVM community member at a valid University address.

Intra-campus mail is delivered to the individual (name or department) indicated on the intra-campus mail piece.

### USE OF INTRA-CAMPUS MAIL

Subject to the requirements of the Private Express Statutes, and any other regulation so enacted, the following campus constituencies may be granted use of the Campus Mail System on an unstamped (postage-free) basis for the conduct of official University business:

#### 1) University Academic and Administrative Units

University academic and administrative units may use the campus mail system on a postage-free basis to distribute written material that substantially relates to the programs or operations of the unit. Mailings must be authorized by the dean, director, academic chairperson, or department head having direct responsibility for oversight of the unit. The name of the unit and its campus address, and the name and complete address of the intended recipient, must appear on the envelope, or on the mailing if it is not enclosed. Advance arrangements for bulk mailings must be made with the Director of Print and Mail Center.

2) Officially Recognized Organizations

Officially Recognized Organizations (OROs) may use the campus mail system on a postage-free basis for the conduct of official University business. Advance arrangements for bulk mailings must be made with the Director of Print and Mail Center.

University students and employees may use the campus mail system on a postage-free basis for non-bulk personal correspondence only if such correspondence concerns academic or administrative University programs or operations. The campus mail system may be used by students and employees on a bulk basis only in their capacity as members or representatives of entities described in paragraphs 1, 2, and 4 of this section, and are subject to the provisions therein.

**4) Groups, Organizations, and/or Persons without Official University Recognition or Affiliation**

Groups, organizations, and/or persons without official University recognition or affiliation are generally prohibited from using the campus mail system on a postage-free basis. In consultation with the Director of Print and Mail Center, the Vice President for University Relations and Administration may authorize such use if the unaffiliated group or organization is not-for-profit; there is no direct or indirect financial or other valuable consideration being extended or provided in consideration for the privilege; the use is determined to be consistent with the mission, purpose, and goals of the University in the reasonable discretion of the Vice President for University Relations and Administration;

The treatment of such mail is in compliance with the USPS requirements and procedures.

- 2) As to non-United States Postal Service use: Intra-campus, postage-free mail service is provided by the Print & Mail Center and may only be used as described in “USE OF INTRA-CAMPUS MAIL,” above.

## Definitions

*Letterboxes:* The delivery point of mail correspondence and an authorized repository of the USPS.

*Metered mail:* Mail bearing an ink image indicating dollar value of postage paid as required for carriage by the USPS.

*Private Express Statutes:* A group of federal civil and criminal laws providing the United States Postal Service rights of carriage for all letters delivered. The Private Express Statutes are codified in Title 18, United States Code, Sections 1693 through 1699 (18 U.S.C. 1693–1699) and 39 U.S.C. 601–606. The regulations implementing the statutes are in Title 39, Code of Federal Regulations, Parts 310 and 320 (39 CFR 310 and 320).

*Stamped mail:* Mail bearing an adhesive postage stamp as method of payment as required for carriage by the USPS.

## Procedures

None

## Forms

None

## Contacts

Questions related to the daily operational interpretation of this policy should be directed to:

Director, Print & Mail Center  
(802) 656-2960

The Vice President for Finance and Administration is the official responsible for the interpretation and administration of this policy.

## Related Documents/Policies

Group and Organization Recognition

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/grouprecognition.pdf>

Posting and Solicitation Policy

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/solicitation.pdf>

## **Effective Date**

Approved by the President on April 6, 2011

Responsible official officially changed from the Vice President for University Relations and Administration to the Vice President for Finance and Treasurer on October 1, 2019