

ADMINISTRATIVE DIVISION Finance and Administration		POLICY NUMBER 620
POLICY TITLE Mail Service		
DATE OF REVISION January 1, 2004		
RESPONSIBLE OFFICER Vice Chancellor for Finance and Administration		ADMINISTRATIVE OFFICE Finance and Administration

The Maintenance Department will pickup incoming US mail from the US Post Office at 11:00 a.m. Monday through Friday. The US Mail will be sorted according to department or individual and distributed accordingly. The Business Office is responsible for placing all US Mail in the mailboxes in the Performing Arts Center. The Business Office may deliver Sandstone Building mail, including the Library. The Business Office does not sort and deliver interoffice mail. It is the responsibility of each department to take interoffice mail to the PAC. Mail is sorted by the receptionist at the Hilton Head site.

The delivery is controlled by the volume of incoming mail and the amount of time needed to complete the sorting process, however, it will usually be available after 2:00 pm.

PROCEDURE FOR OUT GOING MAIL

All departments should have outgoing mail prepared and brought to the Business Office by 2:45 pm. Outgoing mail leaves the campus at 3:15.

Unstamped mail should be labeled with a mail slip for the number of pieces and account number All mail must be sealed before processing.

Mail that is out-going delivered to the Business Office after 3:15 pm will not be processed until the following day.

Mail that is delivered to the mailroom for processing without being prepared properly will be returned to the department. This will delay processing mail until the next day. For repeat offenders, a reminder will be sent to the supervisor of the department.

The USCB Business Office will notify anyone receiving certified mail, express mail, or next day mail upon its arrival. At this time the receiver will decide if it is to be delivered with the regular mail or if they would like to pick it up in person at the Business Office.

Certified mail slips are the responsibility of the sender.

All mail costs are charged back to the departments on a quarterly basis.

OVERNIGHT MAIL

USC Beaufort uses UPS for overnight deliveries. Forms and envelopes are kept in the Business Office. It is the responsibility of the sender to deliver overnight mail to the appropriate box. The cost of the overnight mail is charged back to the department.

COLUMBIA SHUTTLE SERVICE

The authorized drop point for the Commuter Shuttle Service for USC Columbia is the Beaufort Library. All materials should be packaged securely and labeled properly.

The shuttle service operates on Monday for the Beaufort campus. Items going out must be in the shuttle area by 9:00 a.m. Monday morning. Shuttle material delivered to USCB campus will be picked up and delivered in the Tuesday mail.

BULK MAIL PROCEDURE

The following procedures should be adhered to for ALL bulk rate mailings:

1. The bulk mail stamp must be printed on the brochure or pamphlets. (No stickers)
2. The department is responsible for preparing the mailing, e.g. sorting by zip code, banding, and applying correct routing stickers. (Detailed instructions for preparing a bulk mailing are available in the Business Office)
3. Contact the Business Office at least three days in advance of the amount needed for a check to the US Postal Service.
4. Pick up check and deliver your properly prepared bulk rate mailing to the US Post Office. This should be done at least 48 hours (excluding weekends) prior to the date you want the material to be mailed.
5. Return receipt to the Business Office.
6. All out-of-country mail must go first class. The US Post Office does not allow this mail to go bulk.

IMS MAIL

USC Beaufort sends mail to the USC Columbia campus and any other participating state agency through the state Budget and Control Board IMS mail service. This service picks up mail every day and takes it to state agencies including USC Columbia. This is a low cost service and an alternative to expensive overnight deliveries. Items for mail should be addressed as if going in the US Mail, but on the mail slip mark "IMS".