
OFFICE OF THE CHANCELLOR
University of New Orleans

Administrative Policy & Procedure
AP - 45.1
Effective Date: 3/10/88

SUBJECT: Third Class Bulk Mailings - Campus Mail Service

PURPOSE

To provide guidelines for third class bulk mailings through the campus post office.

DEFINITIONS

Bulk mail is a bundling together of multiple pieces of identical mail to take advantage of the lower third-class rates. The printed matter of bulk mail must not have the character of a bill or statement of account or of actual or personal correspondence.

GENERAL POLICY

Bulk mailings will be used wherever possible and/or permissible.

AUTHORITY

This document is issued in accordance with Article VII, Section 4 of the Bylaws and Regulations of the Board of Supervisors of the Louisiana State University System.

The use of third class bulk mail is authorized by permit issued to the University of New Orleans by the U.S. Postal Service.

This document supersedes Business Operating Procedure OP 1-5, as revised July 31, 1979.

PROCEDURE

Division or Department person in charge of preparing mailings

1. Determines if mailing consists of a minimum of 200 pieces or a minimum of 50 lbs.

2. Makes all pieces identical in content and size.
3. Enters any handwritten typographical correction identically on all pieces.
4. Assures that contents of mailing are styled to show that the matter is official business with each piece having a full address, zip code, and University's return address.
5. Determines that no staple fasteners have been used (transparent tape, tabs, or dots must be used and are available in the Bookstore and Office Supplies.)
6. Presorts bulk mailings and arranges mail in trays, furnished by Campus Mail, in ascending order by zip code. (Lower numbers to the front.)
7. Checks for and removes any bands or ties used to band or bundle pieces.
8. Leaves letter sized envelopes unsealed (with flap up) to facilitate machine processing.
9. Completes Bulk Mail Dispatch note (obtainable from Campus Mail Service) and deliver with mail to Campus Mail Service.

Department Courier or Call Campus Mail Service

10. Delivers presorted bulk mailings in trays to Campus Mail.
11. Gives Campus Mail the exact piece count and account number to be charged.

Campus Mail

12. Bundles and sacks bulk mail and delivers it to US Post Office. (Bulk mail received by noon Wednesday will be prepared and delivered that Friday to the US Post Office. Mail received after Wednesday noon will be processed the following week.)
13. Bills department in the Operating Service category of its budget for postage.

Questions regarding use of third class bulk mail should be directed to the Campus Mail office, extension 6247.

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Chancellor