

<b>ADMINISTRATIVE DIVISION</b>	Division of Administration and Finance
<b>POLICY NUMBER</b>	BUSA 4.00
<b>POLICY TITLE</b>	University Postal and Parcel Services
<b>SCOPE OF POLICY</b>	USC System
<b>DATE OF REVISION</b>	December 18, 2025
<b>RESPONSIBLE OFFICER</b>	Executive Vice President of Administration and Finance and Chief Financial Officer
<b>ADMINISTRATIVE OFFICE</b>	Business Affairs

**PURPOSE**

This policy establishes the framework for postal and parcel services at the University of South Carolina. Its purpose is to ensure that postal and parcel operations across all USC institutions are managed with the primary function of supporting the official business operations of the University by ensuring secure and efficient handling of intra-campus and external mail and parcels.

**DEFINITIONS**

**University Postal Service:** The official campus entity responsible for handling, sorting, and dispatching University mail and parcels, including intra-campus, USPS, UPS, FedEx, and DHL items.

**Official University Mail:** Materials related to University operations, essential to institutional activities, and not for private or personal use.

**Personal Mail:** Any mail not related to University business or the position of the employee; personal mail must be sent to home or permanent addresses.

**Student Mail Center:** The central locations for student mailboxes and parcel services.

**Postal Authorization Form:** The required form, with barcode account number and authorized signature, for processing official University mail and parcels.

**POLICY STATEMENT**

Each USC institution provides University Postal Services to handle official university mail only. Personal mail is not allowed through these services; faculty and staff should use their home or permanent addresses for such correspondence/packages. Departments are required to follow specific guidelines for preparing and processing official mail, which include completing Postal Authorization Forms and bundling items correctly. Students and organizations must use assigned mail services according to USC rules. Student mailboxes are allocated based on housing arrangements and enrollment status, and student organizations need to adhere to campus distribution policies. This policy is mandatory for all institutions within the University of South Carolina System.

## PROCEDURES

Detailed procedures for departments, divisions, and student organizations—including mail delivery and collection points, pickup instructions, bundling requirements, detailed processing requirements, special services, student mail services, campus mail distribution rules, retail counter services, shuttle mail, and inter-agency mail procedures—are available on Columbia institution website [Postal Services](#) and are maintained by each institution’s University Post Office.

## RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[ADV 5.04 University Printing Services](#)

[41 CFR 102-192 GSA Federal Mail Management](#)

## HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
November 1, 2006	New policy approval.
April 16, 2015	Policy content, organization, and accuracy reviewed in January 2015; no substantive revisions required.
December 18, 2025	Updated to systemwide format and revised.