

NUMBER: BUSA 4.00  
SECTION: Business and Finance  
  
SUBJECT: University Postal Services  
  
DATE: November 1, 2006  
  
Policy for: Columbia Campus  
Procedure for: Columbia Campus  
Authorized by: Helen Zeigler  
Issued by: Business Affairs

---

## I. Policy

The University Postal Service is responsible for the delivery and collection of all United States Postal Service (USPS) and intra-campus mail to the USC Columbia Campus faculty, staff and to students residing in University Housing who are assigned a Student Mail Box at the Student Mail Center in the Russell House location. The USC Postal Service also meters and processes outgoing official University business mail.

## II. Procedures

1. Mail Pickup: University Postal Employees pick up mail each working day from all authorized Campus Department designated collection points. To prepare mail for pick up, see USC Postal Services Website <http://busfinance.admin.sc.edu/postoffice/department.asp> for department procedures. All mail must be bundled and separated into the following groups for pick-up by the USC Postal Service:
  - a. Intra-Campus
  - b. Inter-Agency
  - c. Stamped
  - d. Mail to be metered (*postal authorization form required*)
  
2. Mail Processing (USPS or United Parcel Service):
  - a. University Postal Services is responsible for affixing postage to all outgoing USC official business mail sent via the USPS and UPS. The amount of postage affixed will be charged back to individual departments accordingly.
  - b. All official mail to be metered must be accompanied by a *postal authorization form*. This form requires the department name, account/fund number (bar

- code), piece account, and signature of the person authorized to prepare mail for pick up.
- c. All official mail to be metered must bear a University department return address and the correct zip code of 29208 on the return address.
  - d. It is the department's responsibility to complete the appropriate *special mailing forms* for each piece of mail to be sent certified, insured or Express. *Customs declaration forms* are required on most international parcels. Special service forms are available by calling the University Postal Services at 777-2161.
  - e. Small amounts of official mail, including Special Service mail prepared for metering after last scheduled pick up must be received at the 1600 Hampton Street USC Contract Station Post Office no later than 4:00 pm to ensure timely pick up by the USPS.
  - f. For all outgoing mailings of 500 pieces or more, University Postal Service requires at least one day prior notice via email and/or a phone call to the USC Postal Service at 777-2161.
  - g. Any outgoing mail picked up from a department deemed to be personal mail will be returned back to the department head for review and application of proper postage.

### 3. Mail Delivery

- a. Delivery Schedule: The USPS mail is delivered to the University Post Office throughout the day. Mail is received Monday through Friday at 6:00 a.m., 7:30 a.m., 10:00 a.m., and 1:00 p.m., with the exception of holidays observed by the University.

Upon arrival, mail is sorted to the respective delivery route. Morning deliveries begin at 8:30 a.m. and end by noon each business day. Afternoon deliveries begin at 1:00 p.m. and generally end by 4:00 p.m. Outgoing mail is picked up from authorized designated points by USC Postal Service employees while they are delivering their assigned route.

- b. Special service mail - is received from the USPS around 10:00 a.m. daily and delivered each day with the regular mail. All insured, special delivery, registered, certified and Express mail must be signed for at the time of delivery. Unless "Restricted," this mail may be signed for by someone other than the addressee.

### 4. Campus Mail Distribution

- a. Mailings to Departments - For Campus-wide mailings USC Printing Services will group the required number of pieces for a special mailing when twenty pieces or more are to be mailed. Please contact Printing Services at 777-5146.

- b. Mailings to Faculty and Staff - must be separated and bundled by department name.
- c. Mailings to Students - Departmental mailings to students must be addressed to assigned student box numbers and sorted in ascending post office box number order before sending to the University Postal Service for distribution. Each piece of mail addressed to student boxes must be of uniform size (8.5" x 11" paper, tri-folded) and/or placed in a #10 business envelope.
- d. Return address - must appear on the outside of each piece of correspondence.
- e. Carolina Gardens and Cliff Apts. - Mail delivery service for students residing in Carolina Gardens and Cliff Apartments is provided by the USPS. Mail for those students requires postage affixed and must be addressed as follows:

Name	Name
Carolina Gardens	Cliff Apartments
101 Pickens St. Apt #	1311 Whaley St. Apt #
Columbia, SC 29205	Columbia, SC 29205

- f. University Intra-campus Mail System - cannot be used by faculty, staff, students, USC Student Organizations or outside businesses or organizations for advertising, campaign notices, solicitations or for any purpose that is not determined to be for official University business. Only letters of bona fide registered Student or Faculty organizations relating to official University Business may be accepted into the USC-Columbia internal mail system. There will be no University Postal Service mailing list available. Chain letters of any type are prohibited in the University mail system.
- g. Distribution of Personal U.S. Mail to Departments
  - 1. It shall be the decision of each vice-president, dean, director or department head to establish a policy concerning personal mail received at the department for individual faculty, staff, undergraduate or graduate students who reside off campus.
  - 2. Mail sent to a business address is construed as official business mail and may be opened by the department. The USPS discourages personal mail being sent to a business address and the following policies apply:
    - a. The USPS will not forward mail addressed to an individual at any USC department as they will not assume the responsibility of possibly forwarding USC business mail.
    - b. It is the department's responsibility to forward mail for whatever time designated by the department when an individual leaves the

University. If no forwarding address is provided, mail should be marked "RETURN TO SENDER - NO LONGER AT USC."

- c. When a department member leaves the University, any mail addressed to that individual at the department may be construed as business mail and may be opened by the department.

## 5. Student Mail Service

- a. Campus Mailbox Assignments – Campus mailboxes are automatically assigned after University Housing or Greek Village residence hall assignments are complete each term. Change in residence halls may result in a new campus mailbox number. Box assignments are available on VIP. The Student mailbox fee is available at <http://busfinance.admin.sc.edu/postoffice/smc.asp>
- b. Box Combinations - Box combinations are available on VIP the day prior to the opening of residence halls for each term.
- c. Forwarding of Student Mail
  - 1. The University Postal Service will forward mail for current term box holders of Fall and Spring terms for a period of six months from the last date the box was assigned to the box holder.
  - 2. Student mail will not be forwarded to a campus department, another student's or registered USC organization's campus office box.

## 6. University Mailing Addresses

Departments:	Addressee Name	Students:	Addressee Name
	Department Name		University of South Carolina
	University of SC		1400 Greene St.
	Columbia, SC 29208		USC BOX #
			Columbia, SC 29225

Please refer to USC Postal Service website for additional University mailing address and unique zip code requirements.

<http://busfinance.admin.sc.edu/postoffice/ mailingaddress.asp>

## 7. Organizational Mail

- a. Student Organization Mailboxes - assigned by the Office of Student Government.
- b. Campus Distribution of Organizational Mail

1. Registered USC student organizations are charged a fee of \$50.00 for the distribution of official University related business letters/flyers to student mail boxes in accordance with the USC solicitation policy.
2. Distribution Payment - Required at the time material is accepted at the University Postal Services. Checks, cash or charge back to organization's university account are accepted methods of payment.
3. Distributions to selected students, material must be addressed to student's name, box number and put in ascending box number order.
4. Material for distribution must be on 8.5" x 11" paper, tri-folded, or on 8.5" x 14" paper, folded, to be inserted into boxes. A return address with the organization name and box number must be stamped/printed in the upper left hand corner on the outside of letter/flyer.
5. Arrangements must be made with the University Postal Service at least five working days prior to the desired distribution date. Please note that distribution can be made Wednesday through Friday only. Material will not be accepted for campus distribution the first week of any new term or following any break in student mail service.
6. Political campaign material (student, city, county, state or national) or material that solicits for any off-campus business is not permitted for distribution without proper postage affixed to each piece.
7. A total piece count needed for distribution may be obtained by calling the University Postal Service at 777-3168.
8. Services
  - a. University Contract Station Post Office
    1. Customer Service Window (1600 Hampton St.)

All USPS mail services are offered from this location including International Mail Services, Domestic Money Orders and other special mail services. Hours of operation Monday – Friday, 9:00 am – 4:30 pm with the exception of University holidays. Only cash or checks with valid identification are accepted as payment. (Please note that only cash can be accepted for money order transactions.)
    2. Student Mail Center (Carolina Underground / Russell House) The central location for 8,000 student mail boxes. Students and faculty may purchase stamps, send mail and ship parcels from this location Monday - Friday between 9:00 a.m. – 4:00 p.m. with the exception of University holidays. Package Pick-Up Counter is open 9:00 a.m. – 5:00 p.m., Monday – Friday except on University holidays. For additional information please see USC Postal Service website.

- a. Mailing Supplies - (Carolina Underground / Russell House) Only cash, checks (with valid ID) and the Carolina Card are accepted as payment for services at this location.
3. Shuttle Mail Service – Thomas Cooper Library mailroom provides the shuttle delivery service between the Columbia campus and the other University campuses.

The USC Postal Service will pick up all letters and flats clearly marked "VIA SHUTTLE" and deliver to Thomas Cooper Library for distribution to the other University campuses. Contact Thomas Cooper Library at 777-0612 for further information regarding shuttle mail service.

4. Inter-Agency Mail Service - Mail addressed to offices in the Capitol Complex or to other State agencies may be sent via inter-agency mail service. Mail should be clearly marked "INTER-AGENCY," separated and banded together. This mail is picked up from the University Postal Service by State Agency Mail Service once daily at approximately 11:30 a.m.

A list of participating state agencies and delivery schedules may be obtained from the website at <http://www.gs.sc.gov/OGS/GS-index.phtm>.

Send comments to [Helen Zeigler](#)