



## MAIL SERVICES (CAMPUS)

No: SAAP 6-7

**Authority:** UWM Administration

**Date:** September 2021 (reviewed)

June 2017 (revised)

November, 1981 (original)

**Initiator:** Vice Chancellor for Finance & Administrative Affairs

**Responsible Party:** Director of Facility Services

---

### POLICY STATEMENT

It is the responsibility of the University of Wisconsin-Milwaukee's Department of Mail Services ("Mail Services") to collect, sort, and deliver campus mail for all properly authorized users in a fair and non-discriminatory manner, consistent with this policy. Campus mail includes only materials related to the conduct of official university business. The use of the Mail Services to send strictly personal materials is prohibited. Where the same objectives can be accomplished, use of electronic mailings is preferred over paper mail.

### AUTHORIZED USERS

Below is a list of authorized users of Mail Services:

1. All official departments of the University of Wisconsin - Milwaukee, the University of Wisconsin System, and the State of Wisconsin.
2. Student organizations, when their use of Mail Services has been specifically authorized by the Office of Student Involvement. Mailings from authorized student organizations must be submitted to Mail Services through the Office of Student Involvement; mailings received directly from student organizations will not be processed. It is the responsibility of the Office of Student Involvement to keep records of mailings prepared by authorized student organizations.

(Editorially Revised, 06/01/2017)

No other individuals or organizations may use Mail Services, except with permission granted by the Vice Chancellor for Finance and Administrative Affairs. Mail Services will not distribute any mailing(s) received from an organization that is not authorized to use the campus mail system. It is not the responsibility of Mail Services to notify the unauthorized user that the mailing will not be handled, and a mailing from an unauthorized user may be disposed of at the discretion of the manager of Mail Services.

## PROCEDURE FOR HANDLING CAMPUS MAIL

Upon request, Mail Services will provide cost estimates to users who must pay for the use of campus mail. In Mail Services' discretion, a handling charge may be assessed on mailings in accordance with rates submitted to and approved by the Vice Chancellor for Finance and Administrative Affairs. Mail Services may also require prepayment before a mailing is handled. Mail Services will provide forms to those users for the receipt of cash. It is the responsibility of all users of Mail Services to follow up to confirm that a particular mailing has been distributed.

More information about procedures and fees is available at <http://uwm.edu/facility-services/services/mail-services/>. Other inquiries may be directed to Mail Services at (414) 229-2379.