

# PROCEDURES FOR PROCESSING DAILY MAIL

## **OSU-CHS CAMPUS**

Daily Outgoing Mail:

All mail must be in the mailroom by 11:00AM (*this does not include mail that is picked up during the daily route*) in order to be processed by the day's end.

## **OSU-TULSA CAMPUS**

Daily Outgoing Mail:

All mail must be in the mailroom by 2:00 PM in order to be processed by the day's end. (However, if it is a large mailing, it must be in the mailroom no later than 1:30 PM.)

## **PRESORT**

Presort is the most cost effective way to mail a #10 envelope

- Type or Print clearly. *It cannot be hand written for presort mail.*
- Labels and window envelopes are acceptable if the background is white, and nothing other than name and address can be seen.
- The bottom of the address must be 5/8" from the bottom of the envelope. This space is used to spray on the bar code.
- Slanted addresses (not parallel to the bottom of the envelope) must go first class, because it makes it impossible for the computerized readers to get a clear reading.
- Nothing can be below the City, State, Zip code line in the Address area. i.e.,  
700 N Greenwood Ave.

Tulsa, OK 74106-0700

Attn: Auxiliary Services (Not acceptable)

- Bottom Line should be City, State, Zip code (Zip code cannot be on a line by itself)
- Next to the last line should be the Street Address or P.O. Box. If there is a Room #, Apt, etc. It must go on the same line as the Street or above, never below the Street address.

### **FIRST CLASS**

Is all mail that cannot go Presort, Flat, Bulk, Library or Post Cards

*Examples:*

Post Cards over the maximum size 4 ¼" x 6".

Letters:

Unclear handwriting

Anything in Address area

Colored Labels

Colored background in window envelopes

Attn: line not above the address line

### **FLATS**

Envelopes larger than ½ Letter size (at least 4 X 5) must be less than 14oz.

Items over one ounce (equal to #10 envelope and 5 sheets of paper), should be put in a manila envelope so that it can be shipped at the Flat Rate.

### **POST CARDS**

- Cannot be larger than 4 ¼" x 6".

## **BULK**

These two Criteria must be met to classify as a bulk mailing:

- 225 Pieces or more
- The university indicia printed on the mailer

Please E-Mail Auxiliary Services with the following information.

- Name of mailing
- Number of pieces
- Account number to be charged

Please provide a copy of one of the mailing with an approximate count to Wanda, in order to compare to the Post Office's Bulk Mail Postage Usage Reports. These reports are used to charge expenses back to the department by Campus Vendor Invoice (CVI).

In order to save money and time print mailing labels in zip code order.

## **LIBRARY**

Can only be used by the Library for packages.

## **AIR MAIL**

Must have a CN22 form filled out and attached which is provided to you by the Federal Post Office through Central Services. Both sides must be filled out. (The Green side stays attached to the item throughout the delivery process; the White side goes to the Post Office; they keep this on file for 30 days to have incase someone has a problem with the package.)

## **NOTICE**

OSU does not process outgoing personal mail or guarantee delivery of personal mail to you.

OSU cannot accept liability for items that are not directly associated with the university.

Stamps can be purchased on the OSU-TULSA campus only at the student information desk in the north hall building.

The 4-digit charge back number must appear on all OSU-TULSA outgoing postal mail.

CHS mail is delivered between noon and 1:00pm.

Outgoing mail is picked up by the postal service at 3:30pm.