



MEMORANDUM

TO: Deans, Directors, and Fiscal Officers
FROM: Cathy A. Hagler, Executive Director of Administration
SUBJECT: **Campus Mail Service Distribution**

A handwritten signature in black ink, appearing to read "Cathy A. Hagler", written over the printed name in the "FROM:" field.

The University has delegated to Campus Mail Service the responsibility for ensuring that the only letters of valid student or faculty organizations addressed to campus destinations are carried. This policy confirms that outside interests will not be allowed to use the internal mail system to distribute mail.

Private use of the service to advertise goods and services is not permissible.

To request an inter-office distribution, the University department or organization must submit a completed Campus Mail Service request form signed by the fiscal officer of the account. A sample of the mail piece must accompany the service request.

The contents of the mail piece should not be of a personal nature or to benefit any business or vendor.

The purpose of the event must be clearly communicated and in larger type than any co-sponsor names or logos. Co-sponsor information must be incidental to the main purpose, and any proceeds must benefit the University. References to co-sponsors should be limited to no more than one-third of the mail piece.

The Executive Director of Administration has final approval on distribution of mail through the internal mail system.

Please contact Campus Mail Service at 453-5348 if you have questions or require additional information.