

MAIL

I. SCOPE

All employees.

II. PURPOSE

To maximize processing and delivery of the University of St. Thomas' mail.

III. POLICY

The University of St. Thomas' mail system must be restricted to business mail only.

Only University-related materials may be placed in the University mailboxes.

Overnight delivery services should be used only when absolutely necessary. Normally, the U.S. Mail should be used.

Employees may not use University postage meters or University paid overnight deliver service for their personal mail.