



FIN-010 University Mail Services

Effective Date Monday, May 10, 2004

Status Final

Last Revised Monday, July 19, 2021

Policy Type [University](#)

Contact Office

[University Mail Services](#)

Oversight Executive

[Senior Vice President for Operations and State Government Relations](#)

Applies To

Academic Division The Medical Center

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Reason for Policy

Describes the requirements for the processing, receipt, and distribution of U.S. mail and messenger mail in a timely and efficient manner to minimize costs.

Definition of Terms

Departmental Mail

Mail/Correspondence sent out by UVa departments for delivery to addresses outside the University system.

Messenger Mail

Mail/Correspondence sent out by UVa departments for delivery to addresses within the University system.

Policy Statement

All departments are required to use a University P.O. Box number as the official mailing address for both U.S. Post Office mail and internal messenger mail. The P.O. Box number will be assigned by University Mail Services.

1. Incoming Departmental Mail:

Faculty and staff should not have personal items mailed to them through the United States Postal Service at their University address.

2. Outgoing Departmental Mail:

All outgoing department mail must be for University official business and must have the department's return address. Departments are required to use University Mail Services for all outgoing mail and are not authorized to obtain their own postage meters or postal permits unless authorized by University Mail Services. Any large bulk mailings that will use the University's non-profit postal permit must be coordinated with University Mail Services.

Departments need to separate International Mail, First Class Domestic Mail, Mail Requiring Special Attention, and Messenger Mail. The different categories of mail should be put in separate trays or bundled and marked accordingly.

3. Messenger Mail:

Messenger Mail is to be used for official University business and not for personal use or for advertising for merchants. The address should contain the individual's name or title, department, and P.O. Box. Failure to list the department's P.O. Box may result in delay or misdirection of your mail.

4. Newcomb Hall Post Office:

University Mail Services operates the Newcomb Hall Post Office under the authorization of the U.S. Postal Service. As a contract station, this location sells stamps, metered postage, money orders, etc.

5. Compliance with Policy:

Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination or expulsion in accordance with relevant University policies.

Questions about this policy should be directed to [University Mail Services](#).

Procedures

[University Mail Services](#)

Related Information

[Mail Services Guide](#)

Major Category [Finance and Business Operations](#)

Next Scheduled Review Monday, September 29, 2014

Revision History

Added Compliance section 7/19/21; Revised 9/29/11, 9/11/08.

Applies To Text

Academic Division and the Medical Center.

Supersedes Policy Text

VII.B.3, University Mail Services

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Approved By Policy Review Committee

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