

### 70-6 University Post Office (Portales)

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1. **Purpose.** The purpose of this document is to set forth the policies and procedures for operation of the Eastern New Mexico University (the University) Post Office.
2. **Policy.** The University Post Office (the Post Office) is a contract station of the United States Postal Service, established to handle only ENMU business mail and mail of students living on- and off-campus. Personal mail will not be delivered to stations. Anyone who wants to receive personal mail or postal service deliveries at the University may lease an ENMU Post Office box.

### Procedures

3. **Administration.** The Post Office shall be administered by the Post Office manager (the manager), with oversight by the ENMU System chief financial officer (CFO). Employees who desire assistance or information concerning mail should contact the manager.
4. **Window Service.** Window service for purchases is available 9:30 a.m. to 3 p.m. Monday through Friday and is closed Saturday and Sunday. Window service for package pick up is 8:00 a.m. to 4:50 p.m. Monday through Friday. However, during University holidays, window service shall be limited to the times posted at the Post Office.
5. **Services and Products.** Services available include registered, certified, express, priority and insured mail. In addition, money orders, stamps and envelopes may be purchased. Students may apply for a free ENMU Post Office box either online or in person at the Post Office. They may also have their mail forwarded during breaks and after they leave the University. Staff and members of the Portales community may lease an ENMU Box for an annual fee, contingent upon availability of boxes.
6. **U.S. Mail Delivery Times.** Mail is delivered to the Post Office once a day at about 8:30 a.m. Outgoing mail is taken to the city post office Monday through Friday at 3:30 p.m.
7. **Route Service.** The Post Office route service is as follows:
  - A. **Intra-Campus.** Intra-campus routes are designed to carry messages from one (1) office to another on campus.
    - (1) The assignment of station numbers and routing schedules are under the direction of the CFO. Contact the manager or someone in the Post Office for assignment of station numbers.
    - (2) Intra-campus envelopes and station numbers must be used for this service.
    - (3) Intra-campus service leaves the Post Office once daily at 10:30 a.m.
    - (4) At each numbered University mail station, outgoing intra-campus and U.S. mail (including mail to be metered) must have separate trays.

(5) Intra-campus envelopes are not provided by the University Post Office.

B. **U.S. Mail.** United States mail is also picked up and delivered on the intra-campus routes.

(1) Mail to be metered is picked up on the intra-campus route. This mail should be prepared correctly so that the meter machine will properly seal the envelopes. All mail metered for the University must be in official envelopes with a bar code or packaged with office stickers and must bear the sending division and/or individual's name and Post Office code.

(2) United States mail is delivered once a day to each mail station in each building. Mail to be delivered on campus leaves the Post Office at about 10:30 a.m.

8. **Types of U.S. Mail.** Types of U.S. Mail are:

A. **Express:** The fastest way to send mail. Next day delivery is not guaranteed.

B. **Priority:** Mail is delivered within two (2) to three (3) days, and there is no delivery date guaranteed.

C. **First Class:** Printed matter including postcards, letters in large or small envelopes, advertisements and lightweight merchandise up to thirteen (13) ounces. Anything weighing more than thirteen (13) ounces must be sent via priority mail retail ground, upon request.

D. **Nonprofit USPS Marketing Mail:** Printed matter including postcards, letters in large or small envelopes, advertisements and lightweight merchandise up to thirteen (13) ounces. Mails at reduced rates.

E. **Retail Ground:** Parcels or flats weighing over thirteen (13) ounces and up to seventy (70) pounds shipped via ground transport.

F. **Media Mail (Book Rate):** For packages up to seventy (70) pounds containing books, film, manuscripts, audio tapes, video tapes, CDs, DVDs and disks. Cannot contain advertising.

9. **Standard Procedure for Preparation of Mail.** Individual piece, metered and permit mailings are available to users. Each user should acquaint themselves with these terms for correct and proper mailing based on the steps listed below. **The U.S. Post Office will not accept improperly prepared mail for mailing.**

A. Letter-sized mail must be in an envelope in order to be metered.

B. Flaps of regular or business envelopes must be either up or down so that the machine will properly seal the envelope.

C. Separate University mail with station numbers or four (4)-digit box numbers from ~~Portales~~ US Postal mail (i.e., on-campus mail and off- campus mail).

D. If using large manila envelopes, use only envelopes without metal clasps, or tape over the metal clasps.

E. International mail should have a paper clip on it to draw attention to it. If it is to be "Air Mail," label it as such or it may be sent by boat.

**10. Permit Mail—Standard, Reduced Rate.** The following conditions are necessary in order to obtain this rate:

- A. The department must email the recipient list to the University Post Office before items are printed for address verification.
- B. Allow at least forty-eight (48) hours for permit mailings. Permit mail is prepared by the Post Office on a “first come, first served” basis, and there are often delays.
- C. There must be two hundred (200) or more identical pieces with the same weight and same enclosures (form letters) to be eligible for a permit.
- D. All envelope flaps should be either up or down.
- E. Envelopes must have a return address.
- F. The permit stamp should appear in the upper right corner of the mailing piece or envelope.
- G. The pieces of mail must be in zip code order, beginning with the lowest zip code number and ending with the highest zip code number.
- H. Permit forms listing the total number of pieces must be signed by the responsible party and must accompany all bulk mail. Permit forms are available at the Post Office.
- I. Only United States zip codes are accepted for permit mail.

**11. Presorted First-Class Mail.** Presorted first-class mail goes first class at a reduced rate, which is a considerable savings on each piece. To obtain this rate, mail must be presented as follows:

- A. The department must email the recipient list to the University Post Office before items are printed for address verification.
- B. Five hundred (500) or more pieces presented as a single mailing that weighs at least five hundred (500) ounces.
- C. Each piece within the mailing must weigh thirteen (13) ounces or less.
- D. All pieces must be within the same processing category and individually addressed.
- E. All pieces must be in the same orientation and in ZIP code sequence, beginning with the lowest zip code numbers and ending with the highest zip code number.

Additional information may be found on the ENMU Portal under the Post Office Forms/Downloads section or by calling the Post Office.

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