Delivery of U.S. and Campus Mail

Campus Mail Services delivers incoming U.S. Postal Service and Campus Mail from departments to identifiable UM addresses. If the address on the outside of a piece of mail is illegible or incomplete, Campus Mail Services opens the item to determine the intended destination. If the destination of the mail piece is still unknown, it is returned to sender for better DEPARTMENT address.

All deliveries will be made to a central location in a building. Carriers are not obligated to take items to specific department offices unless the items require a signature or are too heavy and require use of a hand truck. Carriers are not to be instructed by department personnel to take mail or parcels to other locations.

Campus Mail Services cannot be used to distribute non-U.S. Mail of promotional materials, to University addresses. State agencies are prohibited from providing businesses with mailing lists of employees, for the purpose of distributing promotional materials, through Campus Mail Services.

The only exceptions are the "Qualified Inter-Unit Benefit Retirement" programs approved by the Vice President of Administration and Finance.