University Policy 8080

Mail Service

Effective Date

July 1981

Last Revision Date

January 23, 2023

Responsible Party

Vice President and Chief Financial Officer, (208) 426-1200

Scope and Audience

This policy applies to all University departments and units.

1. Policy Purpose

To establish the authority for all movement of campus mail.

2. Policy Statement

Central Postal Services, through the Idaho Department of Administration, provides mail services for the University. This includes gathering, sorting, and delivering all interoffice mail, and mail routed through the United States (U.S) Postal Service. The University’s interoffice mail system is not a public forum.
3. Responsibilities

   a. Central Postal Services adheres to all federal postal regulations and the Manager of Central Postal Services, through the Idaho Department of Administration, has been designated the University’s liaison with U.S. Postal authorities.

   b. Only recognized University departments may utilize the services of Central Postal Services. Requests for use of Central Postal Services by other than University departments must have approval of the Vice President and Chief Financial Officer, or designee.

   c. Mail services procedures, guidelines, and assistance may be found on the University Mail Services website.

4. Related Information

   Central Postal Services
   https://postal.idaho.gov/

   University Mail Services Website
   https://www.boisestate.edu/oit/services/mail/

Revision History

July 2015; January 23, 2023