



BOISE STATE UNIVERSITY

University Policy 8080

Mail Service

Effective Date

July 1981

Last Revision Date

January 23, 2023

Responsible Party

Chief Financial and Operating Officer and Vice President for Finance and Operations, (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 Chief Financial and Operating Officer and Vice President for Finance and Operations 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/>

Last Review Date

November 2, 2023

Revision History

July 2015; January 23, 2023