

# Arkansas State University - Jonesboro

---

**Effective Date: 07/01/96**

**Number: 04-11**

**Section: Facilities and Services**

**Subject: Facilities - Mail Center Services**

---

All mail for which the university provides postage must bear the return address of the University.

1. Official university outgoing mail must be deposited at the Mail Center.
2. The Mail Center charges postage to the appropriate departmental budget.
3. Mail is sent out the same day it is received provided it is deposited at the Mail Center in time for processing.
4. Incoming mail is processed at the State University Post Office.
5. Inter-office mail is delivered daily to each university department. Deans and department chairs are responsible for distributing mail in their respective departments.
6. In some instances a department may need to purchase postage stamps for use in certain types of mailings. Postage stamps may be purchased with a p-card.

Revised on 07/09/13.