

## **Inter Campus and Outgoing Mail Procedures**

### **Inter Campus (IC) Mail Procedures:**

- Large Intercampus mailings should be sent to the mailroom broken down by department with one or more rubber bands around each department
- Intercampus mail should also be separated by Campus
- Intercampus mail should be separated from outgoing to be metered
- Intercampus mail should have the name and the department location marked on the outside of the mail piece
- Large intercampus mailings that are not properly organized for distribution may be sent back to the issuing department to fix or reassemble

### **USPS Outgoing Mail Procedures:**

- All Mailings must be accompanied by a bar code
- Bulk Mailings must be sent to the mailroom ready to mail. Call the Mailroom for a copy of Current Bulk Mailing Procedures, Gorham 5258, Portland 4288
- Please make sure intercampus mail is not mixed in with your outgoing USPS mail
- Please Separate International Mail from Domestic Mail and Flag the International mail so that we are able to post it at the correct price.
- Over stuffed envelopes must be taped closed before sending them to the mailroom
- Please try to keep your mailing addresses up to date and change them when you receive the corrected information from the post office, a large amount of letters are returned to USM due to bad address information
- The mail room will not be held responsible for lost or missing contents if mail pieces arrive unsealed
- Loose contents will be returned to the issuing department if the location is able to be determined by the mailroom
- Loose contents will be kept on file by the mailroom manager if the sender is not able to be determined
- Please call us if you have any questions regarding outgoing postal mail services or intercampus mail services

Gorham Mailroom  
Jean Cavanaugh  
Ext. 5258

Portland Mailroom  
Floyd Reynolds  
Ext. 4288