UNIVERSITY OF ARKANSAS AT PINE BLUFF
FINANCE AND ADMINISTRATION
BUSINESS PROCEDURES MANUAL

MAIL CENTER

MISSION STATEMENT:

It is the mission of the UAPB Mail Center to provide economical, efficient mail services to the students, faculty, staff and surrounding community.

PROCEDURES:

Effective August 1, 2000, the University of Arkansas at Pine Bluff began a Mail Center initiative to accommodate the volume of interdepartmental mail which could no longer be placed in campus boxes without the required postage. As a result of the change to a Mail Center operation, the following procedures for handling mail were implemented:

Addressing mail for on-campus delivery – see sample below
Mary J. Doe
Office of Finance & Admin.
Mail Slot 2222

On-campus mail **should not be accompanied by a mail Slip.** Once the mail is delivered to the Mail Center, it will be date-stamped and placed in the appropriate departmental mail slot.

Addressing of mail for off-campus delivery – See sample below:

John Doe
Office of the President
University of Arkansas at Pine Bluff
1200 N. University Drive
Mail Slot XXXX
Pine Bluff, AR 71601

All out-going mail (mail to be delivered to the downtown Post Office) must contain the words "Mail Slot" followed by the number. The correct zip code is 71601. **This mail must be attached to a properly filled out mail slip.** The mail slip must also be signed by the appropriate departmental personnel.

Mail Slips

A University mail slip or sufficient postage must accompany all out-going mail. The mail slip must include the total pieces of mail and must be signed by the department head or his/her designee.

Student Mail

Students are encouraged to apply for a mail slot at the beginning of the semester to insure that they will be able to get their mail without delay. The mail slots are issued for the year at the beginning of each Fall semester. The student must turn in the key at the end of the school term or prior to that time, if he/she is withdrawing from the University. Notices are posted to inform the students of the date to return the key to the Mail Center at the end of the term. If the key is not returned to the Mail Center by the posted due date, a $25.00 non-refundable fee is assessed to the student's account

Each student has to have his own mail slot. The only exception to this procedure is in the case of twins or a brother and sister with the same home address. These incidents are handled on a case-by-case basis.

Keys for Mail Slot

There is no charge for the initial key; however, there is a $25.00 fee to replace a lost key.

Packages and Parcels

All University mail, including FedEx packages and parcels are delivered to the Mail Center or to Central Receiving for delivery to the Mail Center for pick up by the recipient.

Operating Hours
The lobby is open from 8:00 a.m. to 5:00 p.m. Monday – Friday. The Customer Service window is open from 9:00 a.m. to 2:00 p.m. Monday – Friday.

Supplies
The Mail Center provides the following supplies through the Customer Service Window: postage stamps in various denominations; stamped enveloped, and post cards.

Courier Service
The Mail Center provides on-campus courier service to departments for a monthly fee of $30.00. The out-bound mail is picked up in the morning for delivery to the

Mail Center and in-coming mail is delivered to the departments in the afternoon. The service is very effective and is provided at a minimal cost.