

**SECTION: Business Affairs/Business Services**  
**SUBJECT: College Post Office**

**ISSUED BY:** Business Services/College Post Office  
**REPLACES:**  
**APPROVED BY:** Officers of Administration  
**EFFECTIVE DATE:** April 1992

The College Post Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. US Postal Service packages and United Parcel Service items may be mailed from the CPO.

### **Policy**

The Asbury College Post Office (CPO) has three basic functions:

1. To distribute incoming and outgoing U.S. Postal Service mail (and United Parcel Service packages) to resident students.
2. To distribute “on-campus” mail (known as CPO notes) for the student body and Asbury College employees.
3. To distribute mail between academic and administrative offices so as to enhance the effective functioning of such offices.

It is, therefore, not the purpose of the CPO to be in competition with the U.S. Postal Service in handling mail between “on-campus” and “off-campus” groups and persons. Specifically:

- Non-resident employees of the College should not use the CPO as their principal place to receive personal mail. Arrangements should be made to receive such mail at the person’s residence.
- Commercial and advertisement oriented mail from “off-campus” organizations and persons are generally not to be distributed through the CPO.

Provision is made whereby “off-campus” commercial and advertisement-oriented mail may be distributed through the CPO with the payment of a service fee:

- Non-profit organizations and candidates for political office may distribute bulk mail through the CPO at the rate of one cent per piece.
- For-profit and commercial organizations may distribute bulk mail through the CPO at a rate of two cents per piece.

It should be understood that distribution of off-campus mail will be on a second-priority basis and will be accomplished as time and personnel permit.

The CPO also provides a package service via United Parcel Service, not only for official College and student business, but also for College and Seminary affiliated persons. A fee for this service is on a “per-package” basis.

Departmental postage stamps may be purchased from the College Post Office. Stamp Vouchers are limited to 100 stamps per department per day. The current postal rate at the time of purchase will be charged.

Departments needing more than 100 stamps must purchase the stamps from the Wilmore United States Post Office with a Check Request Form. Please remember that a Check Request Form must be turned into the Accounts Payable Office by Wednesday noon to receive a check by Friday. The College Post Office has scheduled trip to the U.S. Post Office, and can pick up an order of stamps for any department if the department delivers the check to the CPO by 3:15 p.m. ***A courier leaves the CPO for the U.S. Post Office every day at 3:30 p.m. During the summer the courier leaves the CPO at 2:30 p.m.*** Each department will be responsible for picking up their stamps from the US Post Office at any other time.

## **Procedures**

### Hager Administration Building

Due to the high concentration of offices in the Administration Building, delivery and pick-up mail service will be provided to this building.

- At 11:00 a.m., a CPO employee will pick-up all mail and deliver CPO notes, on-campus mail and USPS mail.

(Note: There is no immediate distribution of inter-office mail within the Hager Administration Building Offices.)

In the event that delivery of mail is more urgent than the above schedule will accommodate, it is the responsibility of the originating office to expedite the delivery in any manner they find acceptable. ***Whenever possible, please deliver inter-office mail in your own immediate area.***

***Large stacks of mail or boxes of mail should be taken to the CPO by office personnel, or by calling the physical plant.***

### Other Offices and Buildings

For academic and administrative offices at other Campus locations, it is the responsibility of office personnel to both pickup and delivers the mail for the particular office. CPO personnel are not responsible for delivery of stamps to various offices. It is the responsibility of office personnel to purchase stamps at the CPO.

## **USE OF COLLEGE POST OFFICE**

**Below are some suggestions that should help keep the mail moving more efficiently.**

1. The CPO is open from 8:30 a.m. until 4:30 p.m., Monday through Friday. The CPO is closed on Saturday.

2. If you have 10 or more notes at one time, they should be put in alphabetical order and held together with a rubber band or paper clip.
3. ***If you wish to purchase stamps for the office, rather than have postage affixed by the meter machine, you may use a pink stamp voucher which is available at the CPO.***
4. All notes and inter-office mail should have sender's name on it for proper identification.

**Mail to be metered (*Postage affixed by the postage meter machine*)**

1. All letters to be metered must be held together with a rubber band according to departments. ***Leave flaps turned down. Separate sealed from unsealed.***
2. The Wilmore, High Bridge, Canada, Mexico, and Air Mail should be separated from other out-going mail.
3. Metered mail should have your nine digit departmental charge number written on the envelope, in the top right hand corner in pencil so as not to interfere with postage stamp. When using the department postage account only the first four digit of the department number are necessary. ***If you have a bundle, the number needs to be on the top one only.***
4. ***All mail to be metered must be at the CPO no later than 3 p.m. to allow for processing time. Summer deadline is 2:30 p.m.***
5. ***All large envelopes which seal at the end, cannot be sealed by our meter machine, so you must seal those. Keep same weights together.***
6. Binder clips damage mail equipment. ***If binder clips are used in large envelopes, please turn them to the bottom of the envelope so they will not damage mail equipment. It would be preferable to use flat paperclips or staples rather than the binder clips.***
7. Any valuables put through the CPO must be brought to the CPO window and registered. The CPO is not responsible for lost or missing items, i.e., money, checks, etc.
8. ***Mail to be forwarded:*** If mail is to be forward on to an individual who is no longer an employee of Asbury College ***do not mark on the original address. Place the new address directly under the old one, if possible.*** If you are unable to place the address under the old one, then place it low on the envelope. (On the right is the best.)
9. ***Official College address:*** ASBURY COLLEGE  
1 MACKLEM DRIVE  
WILMORE, KY 40390-1198

**U.P.S. Ruling:** Only College and Seminary affiliated persons may send packages through our office.

### **Large Mailings**

1. Please call and notify the CPO as soon as you know that you will have a large mailing.
2. Please allow one week to prepare bulk, or standard mailings.
  - A bulk mailing must have 200 or more pieces in the mailing.
  - The mailing must be in zip code order, (low to high). Separate Wilmore. No mail with a foreign address is allowed.
  - Notify the CPO of the anticipated date and number of pieces.
  - Keep all pieces in zip order.
  - Use “Delivery Point Bar Code” for entire mailing when possible.
  - Stuff all envelopes well. (Be sure all items are placed all the way down in the envelopes.) *All Wilmore, Canada, Mexico, and other foreign addresses are to be pulled out and kept separate.*
  - Keep envelope flaps turned down. *Do not overlap.*
  - *Seal all large envelopes that close on the end.* Our mail equipment is not equipped to seal these.
  - Double - check to be sure of zip order (Low to High). Then place them in sturdy shallow boxes. Do not place envelopes in rows in deep boxes unless a divider is put in firmly to keep them from sliding.

### **Postal Notice**

1. *Pens, bottle caps, and similar odd-shaped items are not acceptable in letter-size envelopes at the single-piece First-Class Mail or Standard Mail rate.*

November 2007