



**Policy Chapter:** Chapter 10 Fiscal Management

**Policy Number and Title:** 10.022 Mail and Postage

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**I. Policy Statement**

The University of North Texas (UNT or University) Printing & Distribution Solutions (PDS) Mail Services provides on-campus mail service for all incoming and outgoing official University mail and intra-campus University mail.

**II. Application of Policy**

All University faculty and staff

**III. Policy Responsibilities**

**A. UNT PDS Mail Services**

PDS is responsible for the collection, sorting, and distribution of all incoming and outgoing official University mail and intra-campus University mail. Classifications and types of outgoing University mail include United States Postal Service (USPS) standard, first class, priority, express, and metered mail. Intra-campus University mail is internal mail that passes between University departments, organizations, or individuals for official activities of University or activities recognized or governed by University.

PDS provides postage stamps as well as discounted mail permit services to University campus departments. PDS shall maintain procedures for faculty and staff regarding the preparing, sending, receiving, sorting, handling, and general management of University mail at the [PrintingServices.unt.edu web site](http://PrintingServices.unt.edu).

**B. Mailing List Certification**

PDS provides mailing list certification for mailing addresses processed for outgoing University mail. Mailing address information must be correct before using the mailing address information to prepare mailing labels or envelopes. For more information, please visit the [PrintingServices.unt.edu web site](http://PrintingServices.unt.edu).

**C. Postage Metering**

PDS provides postage metering services for outgoing University mail. Billing for postage is through the University Controller's Office. All mail metered by PDS must have a preprinted return address which contains: University of North Texas, department name, street address, and department box number. PDS requires a department chart of account number in addition to the return address.

**D. Faculty & Staff**

University faculty and staff are responsible for familiarizing themselves with and following the mail procedures referenced in Section III. A above.

**E. Department Mail**

University departments are responsible for: receiving and distributing incoming mail delivered by PDS, caller fees, postage due fees, and notifying sender of misaddressed mail received by faculty and staff within the department. Departments may rent a mailbox from Eagle Post, which is operated by the UNT Union. Eagle Post is a separate entity from PDS.

**F. Plate Notice**

All University postage meters must have a plate installed, with an imprint stating that mail carried by the postage purchased via the meter is official state mail, and there is a penalty for unlawful use of the postage meter for a private purpose.

**G. Prohibitions**

University mail use is restricted to Official Business of the State of Texas and University of North Texas System institutions. The following are prohibited:

1. sending personal mail through inter-campus mail;
2. using University postage metering services for personal mail;
3. using state appropriated funds for the mailing of personal items, letters, and/or cards;
4. mailing material to influence legislation; and
5. using University-owned postage stamps for anything other than Official Business of the State of Texas and University of North Texas System institutions.

**IV. Resources/Forms/Tools**

[PrintingServices.unt.edu web site](http://PrintingServices.unt.edu)

**V. References and Cross-References**

Tex. Gov't Code § 2203.002

**VI. Revision History**

Policy Contact:	Director, UNT Printing and Distribution Services
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