

7.03 Mail Service

The campus mail system distributes US Postal Service and inter-departmental mail for University departments. Only official University mail and mail from independent organizations, both student and non-student, recognized by the university may be distributed through the campus mail system. Mail for personal or private purposes is not eligible for postage-free distribution. The University cannot pay any postage for mail from independent organizations.

As a service to University employees, mail department personnel will pick-up personal mail with the proper postage affixed from department mail boxes and will deliver the mail to the Cullowhee Post Office. Likewise, occasional incoming personal mail may be distributed from the US Post Office to the departmental mailbox of the addressee. However, employees should not routinely use University business addresses as their address of record for personal mail. The University mail department cannot assume responsibility for lost, misplaced, or delayed personal mail.

Stationary bearing the University letterhead may be used only for University business purposes. Personal mail should be on personal stationary and such mail must not be posted through the University postage meter.