The size of individual items shall comply with the dimensions currently permitted by the U.S. Postal Service. See instructions for large, bulk mailings under the Outgoing Mail section of this policy.

An individual or organization shall be subject to appropriate disciplinary action for the unauthorized use of campus mail, including the suspension or cancellation of the privilege to use campus mail. Items sent
through campus mail may be opened and inspected to assure compliance with the restrictions on use of this services.

D. Postal Service Mail:

1. Incoming Mail: Incoming U.S. Mail addressed to the UTD/Richardson campus is picked up daily, Monday through Friday, holidays excepted, by Mail Services personnel at the Richardson Post Office. Mail Service sorts and distributes the mail to the appropriate mail stations.

Incoming U.S. Mail addressed to the UTD/Callier Center campus is delivered daily, Monday through Friday, holidays excepted, to the Callier Center by the Dallas Airlawn Post Office. Callier Center mail is sorted and placed in mail receptacles located in the Callier Center Mail Room.

2. Outgoing Mail: Official UTD/Richardson mail is processed with appropriated postage by Mail Services. Outgoing mail is delivered once daily, Monday through Friday, holidays excepted, to the Richardson Post Office. NOTE: Mail that must be posted, but is not ready prior to the last pickup for the day will have to be delivered by the department to Mail Services by 4:00 p.m. to ensure that it will go to the U.S. Post Office the same day.

Official UTD/Callier Center mail is processed with appropriate postage by the UTD Mail Services.

Certified, insured, and registered mail and other postal services are available at Mail Services, SB1.104, for University-related business charged to authorized UTD accounts.

Third Class bulk mailings are processed through UTD Mail Services. For information about additional bulk mailing services consult this policy.

Pursuant to Section 38, Article IX, H.B. 1, 75th Legislative Regular Session, except in connection with reimbursements to any authorized petty cash account or reimbursements to state employees for emergency purchases of postage or emergency payments of post office box rent, state funds may be expended for purchasing postage only from, or paying post office box rent only to, the United States Postal Service.

The University has mailing equipment and facilities capable of affixing postage on official outgoing mail and parcels. All UTD departments and functions are urged to use this service.

3. University Mail System for Personal Use Prohibited:

Use of state postage meters or non-postage mail delivery systems which are operated with state funds for any purpose other than official state or University business is a violation of Sections 51 and 52 or Article III of the Texas Constitution. Therefore, use of The University of Texas at Dallas mail system for personal mail is prohibited.

Policy History

• Issued: 1997-10-20

Policy Links

• Permalink for this policy: http://policy.utdallas.edu/utdbp3069
• Link to PDF version: http://policy.utdallas.edu/pdf/utdbp3069
• Link to printable version: http://policy.utdallas.edu/print/utdbp3069