



## Mail Permit Usage Policy – effective July 9, 2024

The University of Rochester maintains several permits, issued by the United States Postal Service for processing various classes of mail: First -Class, Standard Class, Nonprofit and Business Reply Mail. All University Mail permits and fees are managed by University Mail Services. University Mail Services regulates the use of permits for several reasons:

- To maximize University postal saving by processing only deliverable mail.
- To ensure USPS mailing guidelines are being met so there is no impact to the Non-Profit mailing status.
- Utilize full-service mailings for increased savings.
- To ensure enough funds in the permit account at the post office to accommodate the needed postage dollars for the mailing.
- To ensure all postage charges are accurately charged back to the correct department FAO.

### Mail Permit Usage Policy Compliance

This policy requires all University employees, units and entities must notify and make arrangement with University Mail Services for all permit postage mailings prior to being mailed. This policy is intended to improve mail processing, maximize savings, and increase accurate and deliverable mail. As well, to protect University departments against postage fraud and ensure USPS compliance.

### Mail Permit Control

- All University Mail Permits and fees are managed by Mail Services. As such, all University mail shall be processed through Mail Services.
- Off campus printers awarded printing projects may include the University permit as part of the printing process however, they must send the mailing to Mail Services for processing unless an exception is approved.
- University Mail Services must authorize, in writing, approval for any University mailing permit usage. This includes Business Reply (envelope artwork), First-Class and Non-Profit (Marketing Mail) permit use. Please see the Exception Approval Process listed below.
- Mailing jobs can be submitted using the University Mail Services Bulk Mail form located at [UF&S::FORMS::Bulk Mail Request \(rochester.edu\)](https://uf&s::forms::bulk-mail-request@rochester.edu)
  - Mail Services will confirm receipt of the form and mail job details within (1) business day.
  - We highly suggest pre-scheduling your mailing, depending on the mailing size and current weeks activity; our turnaround time for processing can range 2-7 days.

## Exception Approval Process

Requests for exceptions to the Permit Usage Policy may be approved by completing the following steps:

- Complete the Mail Process Exception Request Form in order to request the use of an off-campus, Vendor mail supplier. This form is located at [www.facilities.rochester.edu/forms/mail\\_permit\\_exception/index.php](http://www.facilities.rochester.edu/forms/mail_permit_exception/index.php)
- Email the completed Exception Request form in advance of printing and/or mailing to confirm compliance with University of Rochester and United States Postal Service rules and regulations.
- A final proof of the job along with the exception form is required for review.
- Once received, a response will be provided within 48 hours approving or denying the request.

For more information regarding this policy or any other question related to mail service, please contact University Mail Services at (585) 275-9799 or by email at: [UMS\\_ADMIS@facilities.rochester.edu](mailto:UMS_ADMIS@facilities.rochester.edu)