

Mailing Services

OFFICIAL WSU MAIL

WSU Pullman, WSU Spokane, WSU Tri-Cities, and WSU Vancouver each have a mailing services department. Each mailing services department is responsible for processing international, domestic, and interdepartmental mail that originates with and/or is destined for WSU departments at each campus.

Each mailing services department serves as the liaison between the respective Washington State University campus and the United States Postal Service (USPS). (Some campus mailing services departments also coordinate services with shipping vendors, e.g., FedEx, UPS, and DHL (*BPPM* 80.15)).

Regardless of campus location, University mailing services departments process only official WSU mail.

WSU Pullman

Mailing Services, WSU Pullman, is located in the Cooper Publications Building on Grimes Way; telephone 509-335-2365.

For more information, see the WSU Pullman Mailing Services website at:

ucomm.wsu.edu/mailing/

WSU Spokane

Mail Services, WSU Spokane, is located in the South Campus Facilities building at 412 E. Spokane Falls Blvd., Room 410A; telephone 509-368-6995; e-mail spok.fac.ship@wsu.edu. For more information, see the Mail Services website at:

spokane.wsu.edu/facilities/mailing-services/

WSU Tri-Cities

The Copy and Mail Distribution Center, WSU Tri-Cities, is located in West Building, Room 127; telephone 509-372-7273; email copyctr@tricity.wsu.edu. For more information, see the Copy & Mail Center website at:

tricity.wsu.edu/copy-mail-center/

WSU Vancouver

The Mailroom department is located in the Physical Plant Building, Room 40; telephone 360-546-9708; e-mail mailroom@wsu.edu.

For information concerning all WSU Vancouver mail services, see the WSU Vancouver Facilities Operations Mailroom website at:

admin.vancouver.wsu.edu/mailroom

PERSONAL MAIL

Individuals may not use WSU mailing services for personal mail.

Personal use of WSU stationery and stamps is a violation of WSU policy. See *BPPM* 20.37 and the *Faculty Manual*.

Mailing Services

WSU Pullman

Individuals at WSU Pullman may use Cougar Express Mail for personal mail. Cougar Express Mail is located on the ground floor of the Compton Union Building (CUB).

Shipping options for local, national, and international mail include FedEx and USPS. Postage and shipping supplies are available for purchase.

For more information, see the Cougar Express Mail website at:

cougarexpressmail.wsu.edu

MAIL PICKUP/DELIVERY

WSU Pullman

Mailing Services provides once-a-day pickup and delivery service to designated departments at WSU Pullman.

Late Mail Pickup

Top priority rush mail that must go out the same evening may be included in the late mail pickup. Mail that is not top priority should be held for the regular mail pickup the next morning.

The late mail pickup is for first-class and interdepartmental mail only.

Items are placed in the special white envelopes marked EMERGENCY MAIL. These envelopes may be requested online from the University Publishing website at

publishing.wsu.edu/onlineforms/renderer.aspx?FormID=6

Mailing Services picks up rush mail each midafternoon at the following Pullman campus locations:

- EE/ME 102
- French Administration 144

WSU Spokane

WSU Spokane Mail Services provides once per day pickup and delivery services of mail and packages to designated departments. Contact Mail Services for delivery schedule; telephone 509-368-6995.

Late Mail Pickup

Top priority rush mail that must go out the same evening may be included in the late mail pickup. Mail that is not top priority should be held for the regular mail pickup the next morning.

WSU Spokane departments may drop off small quantities of top priority rush mail for late pickup at the Academic Center in the Student Affairs Office, room SAC 130, no later than 3:00 p.m. Departments are to hold mail that is not top priority for regular pickup on the next day of business.

Mailing Services

Intercampus Mail See *BPPM* 80.18 regarding delivery of intercampus mail to and from WSU Spokane.

WSU Tri-Cities Contact the Copy and Mail Distribution Center for information concerning mail pickup and delivery service at the WSU Tri-Cities campus.

WSU Vancouver Plant Services Shipping and Receiving provides twice-a-day pickup and delivery service to each department at WSU Vancouver.

REQUESTING A MAIL STOP (WSU Pullman, WSU Spokane, and WSU Vancouver) Send a written request to the campus mailing services manager to request a Pullman, Spokane, or Vancouver campus mail stop.

Approval of a new mail stop is based on existing or projected mail volumes. A full-time secretary is required and the office must be open for delivery of mail on all days the University is officially open for business.

EMPLOYEE DIRECTORY The mailing services departments refer to the online employee directory for WSU employee mailing addresses (*BPPM* 10.07).

A new employee or an employee who has recently changed departments should ensure that the home department has updated his or her workplace address (*BPPM* 10.07).

WSU Vancouver Contact Mailroom personnel to add a new or temporary employee to the mail sorting list; telephone 360-546-9708.

MAIL PREPARATION Each department should band outgoing mail into the following bundles:

- Interdepartmental mail
- Letter-size domestic mail (unstamped)
- Letter-size foreign mail (unstamped)
- Other domestic mail (unstamped)
- Other foreign mail (unstamped)
- Stamped mail and postage-paid envelopes

Large or Heavy Items If a department intends to send an item weighing 20 pounds or more, the department should notify the appropriate mailing or shipping services office in advance so that the carrier can bring appropriate equipment for the pickup.

WSU Pullman For items weighing 20 to 70 pounds, Pullman campus departments may notify Mailing Services online at:

publishing.wsu.edu/onlineforms/renderer.aspx?FormID=4

or by telephone 509-335-2365.

Mailing Services

WSU Pullman (cont.)

For items weighing more than 70 pounds, Pullman campus departments call Central Receiving and Delivery; telephone 509-335-5575.

WSU Spokane

WSU Spokane departments may notify Mail Services of large or heavy items weighing 20 pounds or more; telephone 509-368-6995; or online:

spokane.wsu.edu/facilities/mailing-services/order-large-mail-pickup/

WSU Tri-Cities

WSU Tri-Cities departments may notify the Copy and Mail Distribution Center of large or heavy items weighing 20 pounds or more; telephone 509-372-7273.

WSU Vancouver

WSU Vancouver departments may notify the Mailroom of large or heavy items weighing 20 pounds or more; telephone 360-546-9708; e-mail mailroom@wsu.edu.

Sealing Letters

The University mailing services departments seal mailings of ten or more letter-size envelopes of the same weight if the envelopes are nested and banded by the department. (Nested means envelope flaps up and together.)

Exception (WSU Spokane and WSU Vancouver)

The campus mailing services departments at WSU Spokane and WSU Vancouver seal mailings of ten or more letter-size envelopes of the same weight if the envelopes are not nested and each envelope's flap is down.

**BUSINESS REPLY
FORMAT
(WSU Pullman,
WSU Spokane, and
WSU Vancouver)**

WSU Pullman, WSU Spokane, and WSU Vancouver units must submit all business reply materials to the campus mailing services department for review and approval before printing to ensure that the proposed format is in accord with current USPS regulations. Prior review by the campus mailing services department could prevent inconvenience and reprinting costs resulting from an unsuitable format.