

Interdepartmental Mail

NOTE: The website URL for **Workday reference guides** that are referenced in this section is:
<https://confluence.esg.wsu.edu/display/WKB/Workday>

MAILING SERVICES DEPARTMENTS

University mailing services departments deliver interdepartmental mail between each of the campuses, e.g., Pullman, Spokane, Tri-Cities, and Vancouver.

The front desk distributes mail deliveries at the WSU Everett campus.

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:

printing.wsu.edu/mailing-services/

WSU Spokane

Mailing Services, WSU Spokane, is located in the Center for Clinical Research and Simulation building at 412 E. Spokane Falls Blvd., Room 410A; telephone 509-368-6995. For more information, see the Mailing Services website at:

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

WSU Tri-Cities

Printing and Shipping Services, WSU Tri-Cities, is located in Floyd Building, Room 127; telephone 509-372-7273; e-mail tricitiecopyctr@wsu.edu. For more information, see the Printing and Shipping Services website at:

tricitiecopyctr.wsu.edu/pss/

WSU Vancouver

The Mailroom is located in Facilities Operations Building, Room 40; telephone 360-546-9708. For information concerning all WSU Vancouver mail services, see the WSU Vancouver Facilities Operations Mailroom website at:

vancouver.wsu.edu/mailroom

WSU Everett

For information concerning WSU Everett mail services, see the front desk; telephone 425-405-1600.

COURIER SERVICE

See *BPPM* 80.18 regarding courier service for the transfer of interdepartmental mail between WSU campuses and other locations statewide. The campus receiving and delivery or mailing services department distributes such mail to campus departments.

Interdepartmental Mail

COURIER SERVICE (cont.) Senders are to affix the applicable color-coded label to indicate the delivery location. Color-coded labels are available through Central Receiving and Delivery (WSU Pullman) and the campus mailing services departments (WSU Spokane, WSU Tri-Cities, WSU Vancouver, and WSU Everett). NOTE: The labels available for deliveries to WSU Everett are printed in black on white.

Intercampus mail sent by courier service should fit into an interdepartmental mail envelope, in accordance with *BPPM* 80.18.

ADDRESSING

Items addressed by the sending department are delivered by University mailing services at no charge.

Indicate the addressee's full name and mail code on each piece of interdepartmental mail. (EXCEPTION: See below regarding addressing requirements for interdepartmental mail sent by courier service to WSU Pullman and WSU Spokane.)

Individual Mail Codes

Refer to the University Directory or online in the Workday system. See *BPPM* 85.33 and the Workday Security Roles reference guide for more information about accessing Workday modules, including employee workplace information.

Department Mail Codes

Refer to the University Directory or the Workday system. See *BPPM* 10.05 and the Workday Security Roles reference guide for more information about accessing Workday modules, including organizational information.

To WSU Pullman

Items sent by courier to WSU Pullman must be addressed to the individual's or department's building **and** room number. Central Receiving and Delivery, which processes WSU Pullman courier mail, uses buildings and room numbers, rather than mail codes for determining delivery locations (*BPPM* 80.18).

Courier mail to WSU Pullman that does not contain location information (building and room number) is subject to delivery delays or return to the originating campus or center.

To WSU Spokane

Intercampus mail items to WSU Spokane must be addressed to the recipient's department and/or building mail delivery point. WSU Spokane Mailing Services does not deliver to individual offices.

To WSU Vancouver

Intercampus mail items to WSU Vancouver must be addressed to the recipient's department and/or building mail delivery point. WSU Vancouver Mail Services does not deliver to individual offices.

Interdepartmental Mail

ENVELOPES

WSU personnel use the special manila interdepartmental mail envelopes to send most interdepartmental mail.

Mail intended for interdepartmental delivery that is prepared in a regular envelope should be inserted into an interdepartmental envelope. This will expedite delivery and prevent the mail from being inadvertently metered and routed as U.S. Mail.

Sealing Envelopes

Do not seal, staple, tape, or close interdepartmental mail envelopes in a manner that causes the envelope to be torn when opened.

Envelope Supplies

Two sizes of interdepartmental envelopes, small (5" x 11.5") and large (10" x 13"), are available from WSU Pullman Mailing Services at no charge. Envelopes may be ordered online at:

printing.wsu.edu/order-mailing-supplies/

NOTE: Mailing Services automatically sends large envelopes, unless the department enters a request for small envelopes under **Miscellaneous** on the online order form.

Do not stockpile envelopes. Return excess supplies of interdepartmental envelopes to WSU Pullman Mailing Services; mail code 5910.

MASS MAILINGS

Limited mass mailing services are available through WSU Pullman Mailing Services only.

Allowable Organizations

WSU Pullman Mailing Services provides mass distribution for mailings from:

- University departments.
- University-affiliated organizations if the organization maintains a Faculty/Student/Alumni Account or other account through the Controller's Office.
- Professional organizations if *all* the following apply:
 - A WSU employee is a member or officer.
 - The stated purpose of the organization is related to the employee's official University duties.
 - The mailing is of residual value or benefit to the University.

Interdepartmental Mail

Allowable (cont.)

Mailing Services does not provide mass distribution for mailings from organizations other than those listed above.

Service Charges

WSU Pullman Mailing Services charges for mass distribution services. Costs vary, depending upon the number of employees or departments selected. Mailing Services provides cost estimates upon request.

Full Pitch Mail

WSU Pullman Mailing Services leaves enough unaddressed mail items at each mail stop to permit distribution to each unit employee.

Departmental Pitch Mail

WSU Pullman Mailing Services will leave one or more (up to 10) unaddressed mail items at each mail stop, according to senders' request.

Mailing List Distribution

WSU Pullman Mailing Services delivers items to specified categories of employees.

Addressing Services addresses each outgoing mail item and applies appropriate postage.

For further information, see the Addressing website at:

printing.wsu.edu/addressing-and-direct-mail/

Administrators

Addressing Services uses the Administrators List to generate mailings to deans, chairs, and other administrators. The Administrators List is available online from the Provost's Office website at:

provost.wsu.edu/

Departmental Secretary

Departments may request delivery of mass mailings to "Departmental Secretary" at WSU departmental mail codes.

Selection Options for Employees

All Nonhourly Employees

WSU Pullman Addressing Services can address and deliver/send mass mailings to all nonhourly employees. This group includes employees who receive mail via Mailing Services delivery (using mail code) and employees who receive mail via U.S. Postal Service delivery. Faculty, administrative/professional, classified staff, salaried student employees, adjunct faculty, and affiliated staff are included in such mailings.

Interdepartmental Mail*Targeted Group*

Departments can select targeted groups of nonhourly employees for mailings. A targeted group of employees may be selected using one or a combination of the following employee subsets:

- Department
- Organizational unit
- On campus (Pullman, Spokane, Tri-Cities, Vancouver, Everett) or off-campus (WSU Seattle office, WSU Extension, and various other small offices across the state)
- Campus zip codes

For further information regarding University zip codes, see:

printing.wsu.edu/delivery-codes/

HEAVY OR BULKY 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

Items Weighing 20 to 70 Pounds

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

printing.wsu.edu/large-mail-pickup/

or by e-mail to mailing.services@wsu.edu.

Items Weighing More Than 70 Pounds

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 WSU Spokane Mailing Services of large or heavy items weighing 20 pounds or more; telephone 509-368-6995; online at:

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

WSU Tri-Cities

WSU Tri-Cities departments may notify Printing and Shipping Services of large or heavy items weighing 20 pounds or more; telephone 509-372-7273; e-mail tricitie.copypctr@wsu.edu.

Interdepartmental Mail

WSU Vancouver

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

WSU Everett

WSU Everett departments may notify the front desk of large or heavy items weighing 20 pounds or more; telephone 425-405-1600.

PERSONAL TASKS

University mailing services departments do not process personal mail or perform personal tasks, e.g., checking out or returning library books.