
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Campus Operations

AREA: Distribution Services

University Mail Center

MAPP 02.06.01 (FO)

I. POLICY

- A. The Lamar University (LU) Mail Center is a federal postal facility responsible for processing and distributing incoming and outgoing United States Postal Service (USPS) mail and LU inter-office and intra-campus mail for all University departments and for faculty, staff, and students.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of the U.S. Code of Federal Regulations (CFR), Title 39, Postal Service; the Texas State University System (TSUS) Rules and Regulations; and other applicable federal and state laws, statutes, rules, and regulations governing postal services.

III. ROLES AND AUTHORITY

- A. The LU Office of Campus Operations, under the Chief Operations Officer (COO), has oversight for the LU Mail Center, including the Center's management and day-to-day operations. LU's oversight is subject to federal rules and regulations governing postal services.

IV. MISSION OF THE LU MAIL CENTER

- A. The LU Mail Center supports the campus in its mission of excellence in education, research, and public service by providing efficient distribution of written communications. The Mail Center is dedicated to the timely processing and delivery of inter-departmental mail and related services. The Mail Center provides an essential link, ensuring the efficient flow of mail between the USPS and the campus community while maximizing cost savings to the University by focusing on automation and the education of users.

V. PURPOSE OF THE LU MAIL CENTER

- A. The purpose of the LU Mail Center is to support the necessary communications for University business. Funded by LU and the State of Texas, the LU Mail Center is committed to the efficient use of state employee time and state taxpayer funds in the administrative support of its academic, research, and community service functions. Therefore, it may be necessary to place reasonable restrictions on the processing of personal and other mail not related to the University's official business, mission, or purpose.

VI. TYPES OF MAIL HANDLED BY THE LU MAIL CENTER

- A. The LU Mail Center processes USPS mail, inter-office mail (mail sent between LU campus offices), and intra-campus mail (mail to or from other LU campus locations). As appropriate under federal law and in keeping with the Mail Center's mission, the Center also handles packages and parcels from external couriers (e.g., FedEx, UPS).

VII. MAIL CENTER POLICIES AND PROCEDURES

- A. The LU Mail Center's policies and procedures are posted to the [LU Mail Center website](#).
- B. Policies and procedures are updated as needed to reflect changes in federal law or TSUS Rules and Regulations, to accommodate the mission or needs of the University, and/or to correct inaccuracies. Updates to LU Mail Center policies and procedures are managed by the Executive Director of Campus Operations in consultation with LU Mail Center staff.

VIII. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1

IX. APPROVAL

Dr. Robert H. Wagner

04/27/2022

Chief Operations Officer

Date

Dr. Jaime R. Taylor

04/27/2022

President

Date

REVISION LOG

Revision Number	Date	Description of Changes
1	04/21/2022	Version created.
	04/27/2022	Version approved by President.