



## POLICY STATEMENT 91 MAILING SERVICES

POLICY DIGEST

Monitoring Unit: Auxillary Services  
Initially Issued: March 3, 1994  
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I. Purpose of the Collection, Processing, and Distribution of (USPS) departmental mail and the permitted use and exchange of support of official University business.

the unit of the University under the authority of its Board of

**Organizations.** Organizations to which official University mail is sent by the LSU Board of Supervisors or the Dean of Students

**Affiliated Organizations.** Examples include the LSU Foundation, the LSU Alumni Association, Tiger Athletic Foundation and such others as have been designated as defined by the Regulations of the Board of Supervisors.

**University Sponsored Programs.** Programs that occupy office or other space on the campus or make other use of University facilities and premises under a written agreement with the University.

**Departmental Mail.** All USPS mail, inbound and outbound, using the university's unique zip code of 70803

**Campus Mail.** The routine interdepartmental correspondence, without postage, circulated within the LSU mail system among individuals, LSU departments, and others on campus.

**Mass Mailing.** Use of Campus Mail for large scale distribution of printed communications to individuals located within University facilities and premises.

### III. POLICY

LSU's Mailing Services operation has been established as a department for the following purposes:

Collect and distribute official LSU interdepartmental campus mail from department to department.

Sort and distribute to University addressees

#### **IV. SOURCES**

Postal regulations (602.1.5.2 & 602.1.5.3)

#### **V. APPENDIX**

[USPS Domestic Mail](#)

[International Mail Postage Charge Form](#)