

RULES OF
DEPARTMENT OF EDUCATION
DIVISION OF UNIVERSITIES
UNIVERSITY OF FLORIDA

6Cl-3.003 Finance and Administration; Campus Mail Service.

(1) The Campus Mail Service posts and delivers United States mail. United States mail will be delivered to University groups and organizations, University persons, and University related groups and organizations on campus through the Campus Mail Service or by the Postal Service in accordance with existing agreements with the Postal Service.

(2) Official University mail to be consigned to the United States Postal Service will be processed through the Campus Mail Service, including application of postage, when a postage charge for the mail has been authorized in advance by the mailing department and chargeable to a University account. Personal mail will not be handled by the Campus Mail Service. United States mail may be posted with the branch post office at the J. Hillis Miller Health Center.

(3) The Campus Mail Service maintains an interdepartmental communications system. Free services are restricted to official interdepartmental communications originating from departments and/or organizations which receive funding from the University and have a budgetary account. In addition, the Office of Finance and Administration will approve the use of campus mail service on a limited basis for communications of commercial companies that have been chosen to provide employee fringe benefit programs through payroll deductions when these communications deal directly with these fringe benefit programs. Upon payment of an appropriate fee in an amount sufficient to cover costs and overhead as approved by the Vice

President for Finance and Administration, campus mail services also will be provided to non-university entities for delivery to on-campus housing students only as long as the items to be delivered are not directed to a specific person or address.

Specific Authority 240.227(1) FS.

Law Implemented 240.227(5), (12), (13), (19) FS.

History--New 9-29-75, Amended 10-14-85, Formerly 6C1-3.03, Amended 10-7-99.