

Use of the University Mail Service

Summary/Purpose: Guidelines are given for use of the University mailing list and the University Mail Service by vendors that have been approved to do business on campus.

The University mailing list and the University Mail Service are available at a reasonable cost to vendors (insurance companies, TSA companies, Health Insurance Networks, etc.) that have been approved to do business on campus by the Retirement and Insurance Committee or appropriate officials under the following criteria:

- a. The material mailed will meet the standards as set by the University.
- b. The material mailed will be of minimum quantity, normally one 8 ½ x 11 page, with no more than one brief, commercially-produced brochure and should be in an envelope no larger than a number 10, or folded to the approximate size of a number 10 envelope or smaller and secured for mailing.
- c. The list or service will be made available no more frequently than once a year, with any additional availability determined by substantial need due to change in benefits, regulations or product.
- d. The Director of Human Resources will review and approve all such mailings prior to distribution.