

DEARBORN ADMINISTRATIVE GUIDE

Section: Business and Financial Services
Subject: Mail Service
Issued by: General Services
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The Mail Room is located in 1200 CSS. The Manager, Tim Southward, can be reached at 593-5480.

I. Ann Arbor Campus Mail

The driver leaves Dearborn at 8:30 a.m. for the Ann Arbor campus, returning at approximately 1:00 p.m., on Mondays, Wednesdays and Fridays. The schedule of regular stops includes:

Main Campus

- Audio Visual Services - Daily
- Graduate Library - Daily
- Campus Mailroom - Daily
- Payroll Office - Daily (All Payroll items hand-carried)
- General Stores - Daily
- Wolverine Tower - Daily

Other stops are made as requested. To request a pick up or special delivery, use a Hand-Carry Order form (sample below), and bring the items to be hand-carried to CSS mailroom with a hand-carry slip listing the contact person and the Ann Arbor building and street address. Call the mailroom if your department needs a supply of these forms. Generally, hand-carry requests are for services to and from locations on the Ann Arbor campus. It is expected that items hand-carried are of significant value or require special handling or are so large as to not qualify as "campus mail" by Ann Arbor Mail Service standards. Service to non-campus locations must be approved by the mail service manager, Tim Southward (593-5480).

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HAND CARRY ORDER		
UM-D Sender _____	Ext. _____	
Ann Arbor Person/Office _____		FILL OUT BOTH SIDES OF THIS FORM
Bldg. Address _____		
Street Address _____		
Special instructions or additional information: _____ _____ _____		
*NOTE: If address is incomplete or incorrect, item will be returned.		
Received by: _____		Date: _____
Delivered by: _____		Date: _____

Use of Ann Arbor Zip Codes

Campus mail should be addressed with the complete address and the correct Campus Zip Code. Campus Zip Codes for major buildings are listed on pages 6 and 7 of the Ann Arbor Faculty/Staff Telephone Directory. The personal listings in this Directory also include each individual's Campus Zip Code.

II. Dearborn Intra-Campus Mail

Mail is delivered twice a day to buildings and division mail-rooms. Delivery and pick up times are posted on mail deposit boxes at these locations. Note: Only campus mail placed in a collection box before 10:00 a.m. will be redelivered the same day. Items which are inappropriate for this delivery service are personal mail, chain letters, books and other large parcels. All U.S. mail delivered to campus by the Post Office at 11:00 a.m. is delivered to units in the afternoon mail run. Mail from Ann Arbor is also included in the afternoon mail, if the Ann Arbor driver returns before 12:30.

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Campus wide distribution problems arise when insufficient quantities are given to Mail Services, resulting in fewer copies delivered to each department. In an effort to improve the campus wide distribution of interdepartmental correspondence, the following quantities should be supplied to Mail Services to ensure sufficient distribution:

Number of Full-time and Part-time Faculty	450
Number of Full-time and Part-time Staff	400
Total:	850

Your help and cooperation are requested in this matter to improve distribution.

III. Outgoing U.S. Postal Service Mail

The campus mailroom is equipped to post all outgoing mail, express, UPS, priority, certified and registered mail. Please separate outgoing mail according to size and classification, and then bundle and attach a blue mail slip. (Sample below.)

DATE	# OF PIECES	DEPT.	SIGNATURE		
SHORTCODE	FUND	ORG	SUBCLASS	PROGRAM	PRO/GR
 U.S. MAIL SERVICES			SPECIAL SERVICES (circle one)		
<input checked="" type="checkbox"/> First Class	<input checked="" type="checkbox"/> Foreign Air Mail	<input checked="" type="checkbox"/> UPS			
<input checked="" type="checkbox"/> Media Book	<input checked="" type="checkbox"/> Foreign Book Rate	Ground			
<input checked="" type="checkbox"/> Library	<input checked="" type="checkbox"/> Foreign Surface	2 nd Day Air			
<input checked="" type="checkbox"/> Priority	<input checked="" type="checkbox"/> Air Parcel Post	Next Day			
<input checked="" type="checkbox"/> U.S. Express		<input checked="" type="checkbox"/> Federal Express			
	<input checked="" type="checkbox"/> LEAST EXPENSIVE	Next Day AM			
		Next Day PM			
		Second Day			
		Saturday Delivery			
<input checked="" type="checkbox"/> Certified/Return Receipt Requested					
<input checked="" type="checkbox"/> Insured (up to \$400) _____ value _____ description _____					
TOTAL _____					

If you are in doubt about the cheapest way to send an item, mark "send least expensive way" and describe the contents of what is being mailed.

Regular mail that is delivered to the mailroom by 3:30 p.m. will be processed and picked up by the Postal Service at 4:00 p.m.

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Remember:

- There is not a separate airmail service classification in the USA.
- Check as many boxes on the postage slip as apply.
- For foreign parcels or insured mail, describe the contents as we are required to fill out customs' forms.
- Seal parcels with strong tape. (Please no cellophane or masking tape). Suitable wrapping materials are available in the mail room.
- Separate foreign and U.S. letter mail and put the flaps up for sealing.

IV. Permit/Bulk Mailing

The campus has permits for third class bulk, business reply and first class bulk mail. Requirements for use of bulk permit are as follows:

1. There must be a minimum of 200 pieces or 50 pounds of mail.
2. Each piece must be identical in size and weight.
3. All addresses must have a ZIP code.
4. Foreign mail cannot be sent bulk.
5. Mail must be in ZIP code order. Lowest to highest when brought to mail room.
6. Mail must be stamped with Permit # (obtained from Mail Room).
7. Letters must be sealed or tucked in.
8. Postage slip, with an exact count, must accompany mailing.

V. For Further Information

Go to the [Mail Services website](#).

VI. Contact People

Outgoing Mail and Billing	Bonnie Southerland	Extension 3-5480
Incoming Mail and Delivery	Roxie Smith	Extension 3-5480
Ann Arbor Mail	John Kaszewski	Extension 3-5480