



STANDARD MAILINGS

Authority:	Vice Chancellor of Business Affairs
History:	Updated December 14, 2007; Effective July 1, 1992; Replaces AUX 5.20 and AUX 5.30
Source of Authority:	University Business Practices; UNC Policy Manual; US Postal Service Practices
Related Links:	Postal Services
Responsible Office:	Campus Services/ Postal Services

I. Purpose

This document provides university guidelines for standard mail.

II. Scope

This policy applies to all university departments, staff, faculty, and student organizations.

III. Policy

A. General

Postal Services holds a standard third-class U.S. postal mailing permit for the university, which allows for posting of university standard mail at nonprofit rates. The permit also allows posting of standard mail of affiliated organizations and associations at regular standard mail rates (not nonprofit). Nonprofit rates are not permitted for mailing promotional material. Cooperative mailings cannot be mailed at nonprofit rates unless the cooperating organization is authorized to mail at nonprofit rates by the Wilmington, N. C. Post Office.

B. Guidelines.

All mailings must comply with USPS requirements. For this requirement and UNCW procedures please refer to the Postal Services webpage.

C. Certification of Address Lists.

US Postal Services requires that all mailing lists for standard mail be certified for accuracy.

D. CASS (Coding Accuracy Support System)

It is UNCW policy to use CASS certification for standard mail whenever possible for significantly lower postal rates to realize cost savings for the university.

E. Updated Address Lists

The State of North Carolina requires that UNCW review/revise address lists annually.