

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	UNIVERSITY MAIL SERVICES
Parent Policy:	University Mail Services Policy
Effective Date:	July 2, 2013
Revised Date:	
Review Date:	July 2, 2023
Approving Body:	Vice-President (Administration)
Authority:	
Responsible Executive Officer:	Vice-President (Administration)
Delegate:	Director, Physical Plant
Contact:	Director, Physical Plant
Application:	Board of Governors Members, Senate Members, Faculty/School Councils, all Students, all Employees, all External Parties

Part I Reason for Procedure

- 1.1 These procedures support the University of Manitoba Mail Services Policy by identifying specific requirements for mail handling.

Part II Procedural Content

- 2.1 Mail preparation in academic and support units:
- (a) Mail is to be separated into internal (interdepartmental) and external. External mail to be sorted into the following categories: domestic (Canadian), United States, International;
 - (b) Each External bundle is to have a postage slip, which indicates the department name and FOAP that is to be charged for postage (a barcode may be used for identifying this information). If the user department

anticipates reconciling postage charges that appear on the general ledger to specific mail jobs, job details should be included on the postage slip;

- (c) Special delivery requirements (for example, registered, signature required, delivery confirmation required) and insurance requirements to be indicated on postage slip;
- (d) External letter sized envelopes may be unsealed, but they should be bundled so that flaps are uniform;
- (e) Parcels should be securely wrapped and sealed; customs documents must be attached to international and US parcels;
- (f) Destination and return addresses must be complete and legible.

Administrative Fees

- 2.2 Fees for bulk (direct) mail preparation will be based on the tasks required (database preparation, folding, manual or machine inserting, label application, address and/or indicia printing, collating, sealing, bagging and tagging for Canada Post) and the number of pieces involved. These fees provide a fund for equipment replacement. Fees will be charged to the requesting department via an interdepartmental charge.
- 2.3 Postage charges related to bulk (direct) mail will also be charged to the requesting department via an interdepartmental charge.
- 2.4 If Physical Plant Mail Services is unable to provide direct mail services, due to volume, timing, or special requirements, Mail Services will engage an external mail preparation company on behalf of the department requesting the service. The department will bear all costs associated with the job.
- 2.5 In no circumstances should departments engage external mail preparation companies directly.
- 2.6 University of Manitoba vendors may distribute promotional materials to various departments (not addressed to individuals) through the University Mail Services, providing that they make prior arrangements with Mail Services, providing that they make prior arrangements with Mail Services and understand that the sorting and distribution of these pieces is a low priority and they will not be handled in the same timeframe as Canada Post or internal mail. A fee of \$.25 per piece (subject to change) will be charged to the vendor for handling, via invoice.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of this Procedure is required.
- 3.2 The Director of Physical Plant is responsible for the implementation, administration and review of this Procedure.
- 3.3 Board of Governors Members, Senate Members, Faculty/School Councils, all Students, all Employees, and all External Parties are responsible for complying with this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is July 2, 2023.
- 4.2 In the interim, this Procedure may be revised or repealed if:
 - (a) the Vice-President (Administration) or Approving Body deems it necessary or desirable to do so;
 - (b) the Procedure are no longer legislatively or statutorily compliant;
 - (c) the Procedure are now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part V Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:
 - (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VI
Cross References

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [University Mail Services Policy](#)