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U. Mail Distribution and Processing

1. Purpose. This statement sets forth the policies applicable to the distribution of and processing of mail delivered to or sent through the University.

2. Mail Distribution and Processing.

2.1 System. The University shall establish and maintain a system for the distribution and processing of mail. Mail for the purposes of this policy is:

- Material through the US Postal Service;
- Material through a package delivery company; and,
- Printed communication and/or material sent through University Mail and Printing Services from one Department/Employee to another for the conduct of University business.

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