

# DEPAUL UNIVERSITY

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## Permit Postage Usage

**Category:** Operations

**Responsible Department:** Print & Mailing Service

**Responsible Officer:** Vice President for Facilities

**Effective Date:** 1/14/2016

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### Policy Summary

This policy requires that university employees, units and entities make arrangements with the Print & Mailing Services Manager for all permit postage expenses prior to a vendor depositing a mailing at the United States Postal Service (USPS). This policy is intended to protect university departments against postage fraud and ensure USPS compliance.

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### Scope

This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty
- Student Employees

This policy applies to all faculty, staff and students working with external mailing and fulfillment vendors that intend to utilize the University Permit (also known as Indicia) to pay for postage.

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### Policy

Any employee, unit or entity that wishes to use the DePaul postage permit for university print matter that is to be mailed must arrange for this service with the Manager of Print & Mailing Services office one week prior to the intended mail date.

Print & Mailing Services regulates the use of the permit for several reasons:

- To ensure that departments do not pay postage twice: via the permit account as well as an invoice from the vendor.
- To ensure that Print & Mailing Services has enough funds in the permit account at the post office to accommodate the needed postage dollars for the mailing.

- To ensure that all postage charges are accurately charged back to the correct deptid and program codes.
- To ensure that USPS mailing guidelines are being met.

If proper notice is not given, the Print & Mailing Services Manager may direct the department to delay their mailing. If by not adhering to this policy a department causes a deficiency in the permit account for other mailings, the department may be charged the rush fee incurred to refill the permit account.

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## Procedures

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To arrange for permit postage usage, please send an e-mail with the following information to the Manager of Print & Mailing Services or to [printandmailing@depaul.edu](mailto:printandmailing@depaul.edu) at least one week prior to your anticipated mail date (contact information can be found on the [Print & Mailing Services site](#)).

- Provide a name for your mailing that you will be able to identify on your mobius reports (ie Search mailing or Commerce Exchange)
- A copy of the postage statement with anticipated postage amount if available from your vendor. If a postage statement is not available please provide the following information: quantity to mail, anticipated mail date, anticipated postage amount and postage class (First, First Class Presort or Non-Profit)
- The university contact person coordinating the mailing
- Print vendor name, or Mail House vendor if different from print
- A PDF of the print design to be mailed is also strongly encouraged but not required
- A copy of the postage statement once the mailing is deposited at the USPS Bulk Mail Acceptance Unit

Questions and concerns should be directed to the Manager of Print & Mailing Services

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## Divisional Collaborations

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None

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## Contact Information

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Print & Mailing Services Manager

312-362-8878

<http://resources.depaul.edu/print-mailing-services/Pages/default.aspx>

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## Appendices

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Variations of permits and basic guidelines are located at:

<http://resources.depaul.edu/print-mailing-services/digital-addressing/Pages/default.aspx>.

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## **History/Revisions**

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Origination Date: 09/28/2009

Last Amended Date: 01/14/2016

Next Review Date: N/A