

Southern Utah University

Mail Services and Post Office

www.suu.edu/ss/postoffice

Volume 2, Issue 6

June 2006

Upcoming Events:

Each month the SUU Post Office will report on the upcoming events such as Post Office updates, SUU holidays and events happening on campus.

Out of the 12 months of the year there are only 2 months which do not give time off for holidays or have a holiday. Father's Day in June is one, can you name the other month with no holidays?

As the spring athletes wind down their seasons we would like to congratulate all Thunderbird athletes and coaches on their seasons and extend a welcome to SUU's newest coaching addition J.R. Payne and wish her luck on her first season at the helm of the Women's Basketball team.

(August is the only other month with no official holidays.)

Vision Statement

Southern Utah University Mail Service and Post Office is a support service dedicated to serving and enhancing Southern Utah University's mission, as well as meeting the many mail service needs of our students, faculty, and staff. Essential to this support is ensuring timely and accurate delivery of mail and related services to the campus community. In addition, we seek to reduce operation costs while increasing our ability to better serve the University and to assist in providing the best value for all our customers. In doing our part, we will provide a level of service that is courteous, affordable, and use the most effective and efficient methods possible to meet your needs.

Frequently Asked Questions

The location and services of the Southern Utah University Post Office are not always seen as those of a traditional United States Post Office, therefore questions arise as to the functions of our Post Office here at SUU. By answering some of our frequently asked questions we hope to help the students, faculty and staff take advantage of all our services here at the Post Office.

Q: Does the SUU Post Office sell stamps?

A: Yes, our post office does sell stamps including the \$ 0.44 domestic stamps along with a variety of other amounts including international stamps.

Q: Does the SUU Post Office only do USPS mail?

A: No, the SUU post office accepts and sends out all USPS, international, FEDEX, and UPS mail both nation wide and international. Overnight, Priority, 2 Day and Standard options are also available from these carriers through the SUU post office. FEDEX carriers collect the mail from our post office at 3:00 pm daily, and UPS collects at 4:00 pm daily.

Q: Can I send mail in need of extra services from the SUU Post Office?

A: Yes, the SUU post office has the ability to upgrade your mail to certified status, place return receipts, provide delivery confirmation, and insure your packages. Along with extra services the SUU post office offers money orders as well.

Q: What can I do to make sure my inter-department mail (Pink Envelops) arrive to the desired on campus destination?

A: The best thing to do to ensure that your on campus envelopes are delivered correctly is to write the name of the person along with the department they belong to. For example a letter going to Bruce Barclay, would have both Bruce Barclay and Post Office addressed on the envelop.

Frequently Asked Questions Cont...

Q: How do I make sure that my outgoing mail is charged to the correct department or account?

A: There are two options to making sure that outgoing mail is charged to the correct department, the first way is to hand the mail to a post office employee and let them know where the mail is coming from. However, if mail is picked up from the department or dropped in the outgoing mail slot at the post office each department may write their department code above the return address on the letters. Each department is assigned a 4-5 letter code indicating which account needs to be charged for the mail. To list a few examples, ADMSN= Admissions, CTRLR= Controller's Office. If you are unsure of your department code please ask us and we would be glad to let you know. If you are mailing a significant amount of mail you do not need to write your code on all letters, simply rubber-band the letters together and write your department code on the top letter, this will save you some time.



Department Spotlights

The SUU Post Office would like to recognize two departments each month for their involvement with the mail services on campus. This month the departments chosen to be spotlighted are the Registrar's and Admissions offices for both their amounts of outgoing and incoming mail. Within these departments it is not unusual for over 100 letters and flats to be delivered each day and well over that amount to be sent out each day.



Between the Registrar's and Admissions office the needs of SUU students past, present and future are met each day. A majority of the Registrar's mail comes in the form of outgoing transcripts sent out to other universities all over the world along with transfer equivalency letters showing the standing of students at SUU. Shortly the Registrar's office will be mailing over 1,700 diplomas to SUU graduates all over the country. On the other side of the office the Admissions office answers the requests of future Thunderbirds by mailing over 5,000 pamphlets of information during the summer to prospective students all over the world. In addition to answering these requests the Admissions office sends out acceptance letters, information on SUU graduate programs, and coordinates recruitment efforts through the Welcome Center. Thanks to these departments for all they do for the SUU students!