

## PROCEDURE LIT.1.03.04 MAIL

**SCOPE:** Faculty and Staff

1. Personal Mail. Any personal mail sent through the Lamar Institute of Technology (LIT) mail must be paid for by the employee.

1.1. Personal mail should not be sent on LIT stationary.

2. Outgoing Mail. Any outgoing business-related mail being sent through the University Mail Center should include a completed University Mail Center Departmental Mailing Record to specify special handling requirements and the account to be billed.

2.1. Outgoing mail and the completed form should be placed in the "Outgoing Mail Off-Campus" basket in Cecil Beeson room 228.

2.2. Personal mail with proper postage may be placed in the "Outgoing Mail Off-Campus" basket in Cecil Beeson room 228.

**Related Policies:** LIT.1.03

**Relevant Forms/Documents:** University Mail Center Departmental Mailing Record

**Relevant TSUS Policies/Forms/Documents:**

**Relevant Statutes:**

**Relevant SACSOC Standards:**

**Document History:**

*Adopted:*

*Reviewed:*

*Revised:* May 2025