

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-1012 Mail

This regulation identifies those eligible to use campus postal services; provides brief statements on mail preparation, and how postage is purchased; and places responsibility for initially redirecting mail.

(1) Eligibility to Use Campus Postal Services

- (a) Campus postal services are available for conducting the business of NCF. Eligibility in this instance is defined as those departments, units or organizations which maintain an NCF account number for the purpose of carrying on official NCF business. NCF postal services are not for personal use.
- (b) With the exception of dormitory residents, campus mail is not for personal use. Faculty and staff should ensure that their personal mail is addressed to their residence or post office box number.
- (c) Chain letters are prohibited in campus and U. S. Postal Services mail.

(2) Preparation of Mail

- (a) All outgoing mail must include NCF's standard return address format in order to facilitate its prompt return if undeliverable and to provide accurate information for billing.
- (b) Official NCF mail destined for off-campus must be accompanied by identification of the account to be charged and the classification of the mail (i.e., first class, third class, parcel post, etc.).
- (c) Mail should be marked "confidential" if it is desired that it be opened by the addressee only.
- (d) NCF retains the right to refuse service to any individual or group failing to follow the detailed procedures issued by the NCF Post Office.

(3) Postage

- (a) The NCF Post Office will affix proper postage to outgoing official NCF mail according to a division or a department's request when picked up. Postage charges will be billed to departments via Central Billing.
- (b) Stamp stock for official NCF business may be purchased by State warrant payable to the U. S. Postmaster.

(4) Forwarding of Official Mail. The NCF Post Office does not maintain a record of forwarding addresses; therefore, departments and offices must maintain forwarding addresses for faculty and staff who leave their area. The U. S. Postal Service requires that change of address records are to be kept for one year; thereafter, the forward expires and mail will be returned to sender through the NCF Post Office. Address corrections must be made by divisional or departmental secretaries or clerical staff. If the forwarding address is unknown, the secretary or clerical staff must note on the letter "Return to Sender. Forwarding address unknown at New College of Florida."

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

- (5) Request for Change in Mail Delivery. Personnel involved in any change in mail delivery should contact the NCF Post Office prior to making the change.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001

History: Adopted 04-27-02, as Policy 5-006; Revised and renumbered 09-11-10; Revised 03-11-17 (technical amendment)