

PCOM Distribution Services Department Policy and Procedure Addressing USPS (United States Postal Service) Mail

The Need for the Implementation of this Policy and Procedure

In January 2010 the United States Postal Service (USPS) implemented the enforcement of strict guidelines for addressing mail. Mail that is not properly addressed following USPS guidelines will be returned to the sender and a fee may be charged for each piece returned. Additional mailings of improperly addressed mail may result in increased fees and penalties or fines that will be charged back to the sending department.

See: http://ribbs.usps.gov/move_update/documents/tech_guides/Move_Update_Advisement_Policy.pdf

The following procedures will be followed in order for PCOM to obtain all possible postage discounts, properly comply with all USPS regulations and avoid increased fees and penalties or fines.

When the USPS Returns Improperly Addressed Mail

1. Items returned to PCOM Distribution Services by the USPS are sorted by sending department and digitally scanned.
2. An e-mail will be sent to the department head at the end of each month notifying that improperly addressed mail has been returned by the USPS and that any fees, penalties and/or fines assessed by the USPS will be charged back to the sending department.
3. Items returned by the USPS are returned to the sending department with the following notice:

NOTICE:

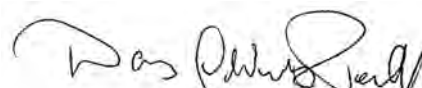
Attached is mail that was returned by the United States Postal Service. Please make the necessary change to your address file before mailing to this address again. Discounted mail that is not properly addressed following USPS guidelines is returned to the sender with a fee charged for each piece returned. Additional mailings of improperly addressed mail may result in increased fees and penalties or fines that will be charged back to the sending department.

**Thank you,
Doris Powell
dorisp@pcom.edu
Distribution Services Director**

4. Departments should take whatever steps are necessary to correct addresses prior to the next mailing in order to prevent the assessment of increased fees and penalties or fines.
5. Call Doris Powell (ext. 6672) or e-mail her (doris@pcom.edu) if you need help correcting addresses.



Peter Doulis, Vice President for Finance/CFO



Doris Williams-Powell, Director, Distribution Services