

## ***Policies and Procedures***

<b>SECTION:</b> <b>Administration</b>	<b>NO.</b> <b>2.1.9.</b>		
<b>CHAPTER:</b> <b>General</b>	<b>ISSUED:</b> 6/88	<b>REV. A</b> 5/18/94	<b>REV. B</b>
<b>POLICY:</b> <b>Mail</b>	<b>PAGE 1 OF 1</b>		

All University mailings must be processed through the Creighton University Mail Center. No mailings will be sent to outside contractors such as Acme, A-1, Interstate, etc., without the approval of the Mail Center Director.

All mailing expenses, including postage, express mail, and any labor associated with mail preparation will be billed back to the originating department.

No University employee shall enter into an agreement, either oral or written, with any non-University individual or company, which presumes the processing of mail by the University Mail Center without the express, written consent of the Vice President for Administration.