

Central Mail News



September 2009

Issue 49

**Welcome Back Wildcats!!!
We Hope Everyone Had a Great Summer!**

Automation Procedures



Division of Facilities Central Mail Services began its Automation Mail Service in December 1996, saving university departments thousands of dollars in postage each year. In order to continue capturing this savings, we need your help.

To capture the savings, the mail has to be processed on a Multi-Line Optical Character Reader (MLOCR) which sprays the barcoded address on the mail piece. Central Mail Services transports qualifying First Class mail to State Central Mail in Topeka, Kansas for processing on their MLOCR. New United States Postal Service (USPS) regulations require State Central Mail to return any pieces that receive a change of address from the USPS during processing on the MLOCR. The new addresses are provided to us in order that K-State departments can update their address lists.



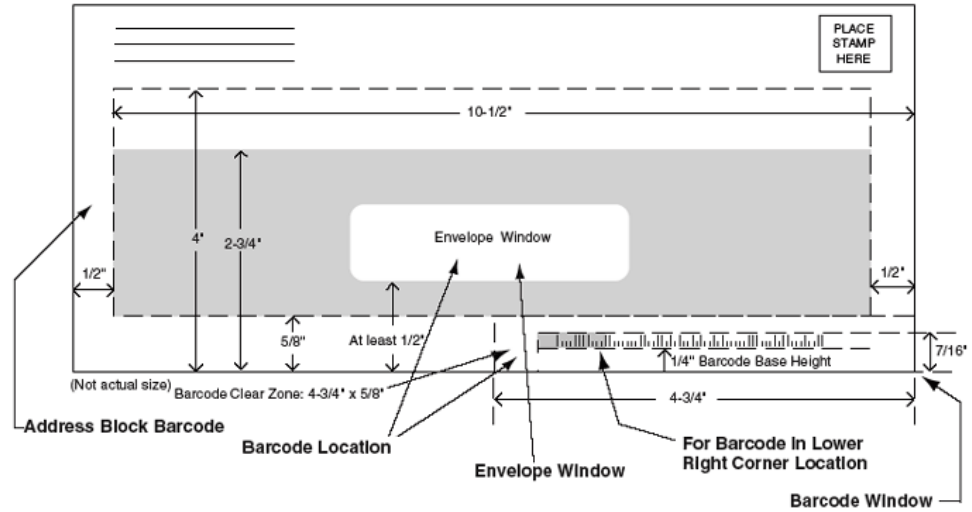
Please let us know if there is a person in your department that we should routinely contact with this information. Send the name of the contact person and their E-mail address to Connie Moseler at sissy@ksu.edu

Qualifications for Automation

An automation compatible mail piece contains an accurate, correctly formatted complete address. The address should be typewritten or machine printed in dark ink on a light background using all uppercase letters. Envelopes made from recycled paper are not permitted for automation. The only punctuation allowed is a hyphen in the primary or secondary street number or the ZIP+4 code. All other

punctuation is not permitted, examples: commas, # and the & symbol. All lines of the address should have a uniform left margin. The whole address should be printed in an imaginary rectangle known as the OCR read area. This extends from 5/8 inch to 2 3/4 inch from the bottom of the mail piece, with 1/2 inch margins on each side. The barcode area is 5/8 inch from the bottom and 4 3/4 inch from the right edge of the mail piece. All mail pieces with printing or windows in the barcode area will not receive discounted postage.

If you have any questions or concerns about automated mail or the envelopes used, please contact Central Mail Services at 532-7751.



K-State Parking Services Address Change

K-State Parking Services has officially moved into the new parking garage and now has a new official mailing address. Please change your mailing list to reflect the new address for Parking Services:

USPS Address:

PARKING SERVICES
 KANSAS STATE UNIVERSITY
 1 PARKING GARAGE
 MANHATTAN KS 66506-7900

Campus Address:

PARKING SERVICES
 1 PARKING GARAGE

DO NOT MAIL!!!

The Department of Environmental Health and Safety can no longer accept CDs, DVDs, floppy discs and other media for recycling. Please follow the guidance provided in the Policy and Procedures Manual for media disposal. If you have any questions or concerns please contact the Dept of Environmental Health and Safety.



Christmas is Coming, before you know it, it will be here! Holiday Mailing Dates for 2009



The USPS will be working overtime this holiday season, so make it easy on everyone involved and get your gifts out early. Here is a list of deadline dates that the USPS has established so that you'll know exactly when you need to send your gifts.

Domestic (within the US) Mailing Dates

Parcel Post - Dec. 15 - The least expensive method the USPS has to offer.

First Class Mail - Best if mailed before Dec 20

Letters and Cards - Dec. 20

Priority Mail - Dec. 20.

Express Mail - Dec. 22 - The fastest service the USPS has to offer. Guaranteed next-day and second-day delivery.

USPS Military Holiday Shipping - For those sending gifts, letters or cards to troops in Iraq, Afghanistan and other overseas destinations, you will need to get them off at the beginning of December. For tips and information regarding shipping and mailing our troops, check out [Military Addressing Tips](#).

International Mailing Dates

Africa, Central & South America

Letters and Cards: Dec. 4

Priority Mail: Dec. 4

Express Mail: Dec. 12

Asia, Pacific Rim,

Australia, New Zealand,

Caribbean, Mexico,

Europe and Middle East

Letters and Cards: Dec. 11

Priority Mail: Dec. 11

Express Mail: Dec. 17

Canada

Letters and Cards: Dec. 11

Priority Mail: Dec. 11

Express Mail: Dec. 18

PERSONAL MAIL

Each year Central Mail Services receives an average of 500 pieces of personal mail for individuals all over campus. Examples of personal mail are: credit card statements, personal letters and cards, magazines (Playboy), and catalogs (LTD, L L Bean). KSU Policy and Procedure chapter 7825.010 clearly states "CAMPUS MAIL DELIVERY IS FOR BUSINESS



MAIL ONLY." If your mail is addressed incorrectly, you need to stop by the KSU Contract Post Office and fill out an official Change of Address Form, or go to the Manhattan Post Office at 500 Leavenworth.



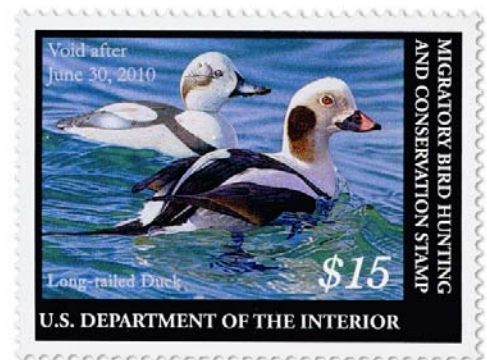
Departments should keep in mind the above restrictions. When students ask to send their mail to the department even for a short time, tell them to put in a temporary address to a friend or a post office box. Post Office boxes can be rented at the federal post office or at the UPS store located in West Loop. Questions can be addressed by calling Connie 532-7751.

A note from the KSU Contract Post Office

Hunting Season is Here!

The KSU Contract Post Office has the 2009-2010 Migratory Bird Stamp. This stamp is \$15.00 in cost and it is for all hunters who hunt migratory birds.

All waterfowl hunters 16 and older must have a federal Migratory Bird Hunting and Conservation stamp before attempting to take ducks, geese or mergansers. Waterfowl stamps are not required to hunt coot, rail, dove, snipe, sandhill crane, or woodcock.



!!!Before Hunting!!!

Please check with [Kansas Department of Wildlife and Parks](#) for all regulations.

Please visit [Central Mail Services](#) online

To find our web site from www.ksu.edu search the directory by office for Central Mail Services. The directory is found in the top right hand corner of the K-State main page.