

Central Mail News




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HAPPY THANKSGIVING



Postage Increase

 WASHINGTON — Beginning early next year, it will cost a penny more to mail letters to any location in the United States, the first price change for First-Class Mail stamps (Forever stamps) in more than two and a half years.

The new 45-cent price for Forever stamps is among price changes filed with the Postal Regulatory Commission today.

Highlights of the new single-piece First-Class Mail pricing, effective Jan. 22, 2012, include:

- Letters (1 oz.) – 1-cent increase to 45 cents
- Letters additional ounces – unchanged at 20 cents
- Postcards – 3-cent increase to 32 cents
- Letters to Canada or Mexico (1 oz.) – 5-cent increase to 85 cents

· Letters to other international destinations – 7-cent increase to \$1.05

Prices also will change for other mailing services, including Standard Mail, Periodicals, Package Services and Extra Services. Today's announcement does not affect Express Mail and Priority Mail prices. More information on the new pricing is available at http://about.usps.com/news/national-releases/2011/pr11_factsht_pricechg_1018.pdf.

Gobble till ya



WOBBLE!
Happy Thanksgiving!
WishAFriend.com

Mail Service Updates

This information is updated daily.

The mailing industry has a need to know of Post Office facilities where service is suspended for any reason (usually a natural disaster such as flood, fire, etc.) Mail Service Updates are made in real time, and in many cases, frequently. We know it is important for you to have the information as soon as possible. The USPS Headquarters Business Customer Support and Services office maintains this information and posts it here.

Contact [BSN HQ Communications Manager](#) if you need additional information or would like to report a service impact in your area. You may go to the www.usps.com website and go to 'About USPS' and find the tab for 'Mail Service Updates', International service updates can be found here also.

Zip Codes for Manhattan

Post Office boxes in Manhattan, Kansas, is 66505; West of Seth Child Road is 66503; East of Seth Child Road is 66502; on campus is 66506.

Procurement Cards Used for Stamps

Did you know that you can use your departmental procurement card at the KSU Contract Post Office in Dykstra Hall to purchase your stamps. If you are still using the IDV form please bring your form in person to the KSU Contract Post Office.



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Owney the Postal Dog Stamp-Now on sale at the KSU Contract Post Office

On July 27, 2011, in Washington, DC, the **Postal Service**™ issued Owney the **Postal Dog** commemorative stamp (Forever® priced at 44 cents) in one design in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 467500).

With this stamp, the U.S. **Postal Service**® commemorates Owney, the canine mascot of the Railway Mail Service. During the late 1880s, a dog appeared in the Post Office™ in Albany, New York, where clerks took a liking to him and named him Owney. Today, he is an icon of American **postal** lore whose story highlights the historical importance of the Railway Mail Service. The stamp features an original illustration of Owney with many of his famous tags and medals gleaming in the background, while text on the back of the stamp pane tells his story. The stamp was designed by art director Phil Jordan and features an illustration by veteran stamp artist Bill Bond.

Holiday Stamps Available



The 44-cent *Christmas: Madonna and Sleeping Child by Sassoferrato* special stamp comes as a double-sided booklet of 20 stamps.



The festive **Holiday Baubles (Forever®)** stamps feature four colorful ornaments sure to add to the joys of the holiday season. These baubles may also inspire fond memories of beloved tree ornaments from childhood-objects that still have the power to enchant us today.

The 44-cent *Holiday Evergreens (Forever)* special stamps. They are available as a Doublesided Booklet of 20 stamps also. Decorating with evergreens during the winter holiday season is a popular and appealing tradition. In 2010, the U.S. Postal Service® joined in the winter celebrations



by issuing Holiday Evergreens, beautiful new stamps that feature closeup views of the foliage and cones of four different conifers: ponderosa pine, eastern red cedar, blue spruce and balsam fir.

Forever stamps are always equal in value to the current First-Class Mail one-ounce rate.



The 2009 **Hanukkah** design features a photograph of a menorah with nine lit candles. This festive stamp design commemorates a joyous annual festival celebrated by Jewish people around the world.

With this colorful stamp, the U.S. Postal Service® celebrates **Kwanzaa**, a nonreligious holiday that takes place over 7 days from December 26 to January 1. Kwanzaa draws on African traditions and takes its name from the phrase for “first fruits” in Swahili, a widely spoken African language.



2011 Holiday Shipping Dates for APOs/FPOs/DPO

With the holiday season fast approaching, we are reminding friends and families to mail early to ensure delivery of their holiday cards and packages to APO/FPO/DPO destination addresses by December 25. Deadlines for mailing to specific APO/FPO/DPO **ZIP Codes** vary according to the specific classes of mail being sent to them. The dates are listed below.

We also remind mailers that all mail addressed to overseas military/diplomatic Post Offices is subject to certain conditions or restrictions regarding content, preparation and handling.

Those restrictions are listed by individual APO/FPO/DPO ZIP Code in each Postal Bulletin . To access this listing on the Internet, go to pe.usps.com , click Postal Bulletins in the blue navigation bar, and then select the Pull-Out Information section.

Mail Addressed To

APO/FPO/DPO AP ZIPs 962-966

Express Mail Military Service (EMMS) 1

Dec-17

First-Class Mail ® Letters and Cards	Dec-10
Priority Mail ®	Dec-10
Parcel Airlift Mail (PAL) 2	Dec-3
Space Available Mail (SAM) 3	Nov-26
Parcel Post ®	Nov-12

APO/FPO/DPO AE ZIPs 090-092	APO/FPO/DPO AE ZIP 093
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Dec-17	N/A
Dec-10	Dec-3
Dec-10	Dec-3
Dec-3	Dec-1
Nov-26	Nov-26
Nov-12	Nov-12

APO/FPO/DPO AE ZIPs 094-098	APO/FPO/DPO AA ZIP 340
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Dec-17	Dec-17
Dec-10	Dec-10
Dec-10	Dec-10
Dec-3	Dec-3
Nov-26	Nov-26
Nov-12	Nov-12

Holiday Schedule for KSU Post Office

The KSU Post Office will be closed on Veteran's Day Friday, November 11th; Thursday, November 24th and Friday, November 25th for Thanksgiving.

During winter break we will be closing at noon on Friday, December 23rd and reopen at 8:30 a.m. on Tuesday, January 3, 2012.

UNWANTED MAIL

Do you receive mail for people who have left the university? Don't pitch it into "file 13!" Send the entire mail piece to Barb Larson, mail forwarding and address management specialist. She will notify the sender that the recipient is no longer at KSU and provide a forwarding address, if one is available, or request the person be removed from the mailing list. Please do not black out the address! We will need to provide the sender with the complete address.



Tidbit's From Tom

Well "hello" to all, it has been some time since our last newsletter. Since that time we have experienced some changes in our staffing and systems. We said "goodbye" to Ed Albrant who was employed here for 22 years. Ed has moved on to the happy land of retirement. Elena Billings resigned her position as the Administrative Specialist at the KSU Post Office. She and husband, Clay, moved back home to Garden City. Both are dearly missed. On the positive side, we welcome Donna Warren and Jay Henning. Donna is our new Administrative Specialist at the KSU Post Office and Jay accepted the Senior

Administrative Assistant position. Both have been performing excellently in their respective positions.

In May, we made a big change at the KSU Post Office. The Contract Access Retail System, or CARS, was implemented by the USPS. It required us to go from a two window operation down to one. This system allows us to have better accountability on sales and supplies. In the Mail Distribution Center, we are in the process of completing an upgrade to the Business Manager Postage Accounting System.

As previously mentioned in this newsletter, postal rates will be increasing on January 22, 2012. Most notably the price for First Class Stamps will increase to .45 cents. This includes the Forever Stamps. All current Forever Stamps will still be valid "Forever." If you utilize large volumes of the Forever Stamps, we suggest stocking up before the increase, both for personal use and departmental use. If your department would like to take advantage of this, please notify us so we may order stamps. We encourage use of department procurement cards for this. Deadline for ordering is December 16, 2011.

The second most notable change will affect individual departments. First Class Mail Presort price remains unchanged at .365 cents for the first ounce. However the charge for the second ounce, .495 cents, has been eliminated. So you can mail Presort 1st Class up to 2 ounces for .365 cents, a significant savings of up to .515 cents per letter (not including Central Mail Services fee). Certain criteria must be met. First the mail piece must meet the requirements for this discount. Please contact CMS for further information on these requirements. Second, CMS needs a specific volume to warrant the special trip to Topeka. In recent months the volume has declined drastically and we had to curtail this service to only those days when volume warrants the trip. Each department would better serve its own budget, and the University as a whole, by supporting this program and capturing the postage savings. Any questions regarding this can be directed to Central Mail at 2-7751.

Whenever a department has a large mailing, be it letters, flats, parcels, USPS, UPS or Fedex, please notify CMS to avoid any delays. Also, we have noticed an increase in "stuffing" the Metered Mail Box. CMS has tubs and trays for your large mailings. Please contact us and we will be happy to provide you with any supplies you may need.

Now it is time to discuss Campus Mail. When addressing Campus Mail, please provide the name, department and building. CMS cannot deliver by room numbers. If you have any unused campus envelopes, please return them to CMS for recycling.

The staff at both CMS and the KSU Post Office strive to make your mailing and shipping experience as problem free as possible by providing knowledge and customer service second to none. We continue to explore avenues to provide you with the most efficient and cost effective mailing and shipping solutions. We here at CMS and KSU Post Office have no problems...only solutions!



Finally we would like to extend our best wishes for a Joyous and Safe Holiday Season.

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