

IU Northwest Council Action Item

*Policy Approved by the IU Northwest Council,
July 8, 2009; Distributed to the Campus July 16, 2009*

Re: Policy on Sending Personal Packages Using IU Northwest Mail Services

Some IU Northwest employees have used IU Northwest Mail Services to send out personal packages (i.e., packages that contain items personal in nature and not part of official University business). When this occurs, Mail Services is required to create and process separate invoices for the employees, so these employees can then reimburse IU Northwest for the cost of shipment. Producing and processing these invoices involves considerable time, time that is taken away from Mail Services' institutional work and service to the campus. The lost time is an unreimbursed direct cost to the University.

Therefore, effective with the next day's mail pickup (*July 17, 2009*), personal packages will no longer be accepted for mailing and sent out from Mail Services. This includes the mailing of personal packages by any means, including UPS, FedEx, and the U.S. Postal Service.

This prohibition does not apply to the occasional mailing of pre-stamped letters and cards, if not in bulk or otherwise unduly burdensome, or the delivery of mail. Mail Services does have the right to refuse to process personal mail that it believes adversely affects its operations on behalf of the University.

IU Northwest employees are reminded that Indiana University Policy requires University resources to "be used exclusively for Institutional use" (rationale for IU policy P-3.5, Purchases for Employees). Employees should ensure that they use the appropriate IU Northwest return address in mailing packages that are official University business. **Employees are urged to consider alternate solutions for their personal mail.**