

Postal Store Procedures for Receiving and Delivering Mail

1. FVSU's Campus Postal Store will not accept mail (loose letters, memos, magazines, etc:) from any campus department that's not properly addressed to a designated individual or department. All mail must be in a U.S. mail envelope or inter-departmental envelope.
2. When an individual or department receives a package that requires a signature, please return the delivery notice / reminder receipt (pink card) or proof of delivery form (green card) to the Postal Store. Please print and *sign in black ink only*.
3. All incoming mail should be properly addressed to: "Fort Valley State University, Person's Name or Department's Name, 1005 State University Drive, P.O. Box Number, Fort Valley, GA 31030-4313." If your mail is not correctly addressed, it will be returned to sender.
4. Separate all outgoing mail ***before taking it to the Postal Store***. Mail must be bundled together with a rubber band (i.e. campus mail, city of Fort Valley mail, in-state and out of state mail, and international mail.)
5. All outgoing mail must be accompanied by a FVSU Mail Services form with the current Peoplesoft account number listed on the form, where required.
6. Outgoing mail must be in the Postal Store on or before 2:30 p.m., or it will not be mailed until the following day.
7. All campus departments need to notify the Postal Store of the designated person responsible for mail pick up.