



Policy – Spartan Mail Standard Operating Procedures

Postage Stamps

Postage stamps should be used only for low quantity UNCG mailings. Postage stamps purchased with UNCG funds should not be sold or used by employees for their personal use. Any inventory of postage stamps on hand should be kept to a minimum and should be in the possession of an employee designated by the department head. The postage stamp inventory should be maintained in a locked container in a locked cabinet or drawer and only accessed by the designated employee. The inventory must be available for audit by the Internal Auditor and by the NC Office of the State Auditor.

Student Mail Storage

All non-perishable student mail, parcels and packages, will be held for one month from the time a student is notified that it has been received by UNCG Postal Services. After the one month (30-days) period has elapsed, the parcel will be marked for return to sender. Students will be notified when their parcel has been marked as return to sender and will have one business day to retrieve their parcel before it is returned to the responsible carrier.

All perishable student parcels will be held for three (3) days (including weekends) from the time a student is notified that it has been received by UNCG Postal Services. After three (3) days, the parcel will be marked for return to sender. Students will be notified when their parcel has been marked as return to sender and will have one business day to retrieve their parcel before it is returned to the responsible carrier.