

RADFORD UNIVERSITY

Policy Title: Post Office Box Policy	Effective Date: 1/3/2013
Policy Number: FA-PO-1206	Date of Last Review: 12/14/2021
Oversight Department: University Post Office	Next Review Date: 12/1/2024

1. PURPOSE

The *Post Office Box Policy* for Radford University (University) provides requirements for the issuance and oversight of University post office boxes.

2. APPLICABILITY

The *Post Office Box Policy* applies to anyone who is issued or desires a Radford University post office box.

3. DEFINITIONS

Box Holder: Any person who is assigned a University post office box.

Post Office Box: Numbered, lockable boxes housed within the University Post Office used to distribute and hold incoming mail until collected by the box holder.

Rental Term: The period of time that a post office box is rented to a box holder. Under this policy, there are two permissible rental terms. The **annual rental term** runs from August to July of the following year. The **three-month rental term** begins upon the date of acceptance by the University Post Office of the signed Post Office Box Rental Agreement (see Appendix) and payment, and runs for a consecutive three-month period.

Recognized Student Organizations: Clubs and organizations that have been officially granted recognition through the Division of Student Affairs.

4. POLICY

Based upon availability, post office boxes may be provided as follows:

- A. Students residing on campus may be provided a post office box at no charge. Individual boxes will be assigned by the University Post Office. The sharing of post office boxes by students is prohibited. University departments may also be provided a post office box at no charge. These post office boxes will automatically renew annually.

- B. Newly hired faculty and staff may request to rent a post office box for personal mail for a period of three months. After the three-month rental term expires, the faculty or staff member must relinquish the post office box and use an alternate means of receiving personal mail.
- C. Recognized student organizations/clubs may request to rent a post office box on an annual basis. Student organizations/clubs that have requested and received approval to rent a post office box will sign an annual rental agreement and pay an annual rental fee.
- D. Faculty, staff, or other entities occupying a post office box as of the effective date of this policy have the option to retain or forfeit the post office box. If post office boxes are forfeited, the boxes will have been considered forfeited permanently. If post office boxes are retained, the box holder will sign an annual rental agreement and pay an annual rental fee.
- E. No refunds will be issued for rented post office boxes that are cancelled prior to the end of the rental term.
- F. The University will give priority for post office box availability to students residing on campus and University departments. The presence of this policy does not guarantee the availability of post office boxes for other constituents identified in this policy.

5. PROCEDURES

- A. All requests for new post office box rentals will be forwarded to the Manager of Postal Services using the Post Office Box Rental Agreement (see Appendix). The Manager of Postal Services will evaluate each request, determine box availability, and notify the requestor if the post office box rental has been approved. Prior to accepting payment and disbursing post office box combinations, University Post Office employees will verify approval of the Post Office Box Rental Agreement (see Appendix). University Post Office employees will accept payment for post office boxes during normal business hours.
- B. The Manager of Postal Services will maintain an ongoing list of box holders by post office box number both in Banner and in a backup version. An updated list of box holders will be maintained in Banner screen GZAPOBX. For post office boxes that are not occupied, the Manager of Postal Services will annotate these post office boxes as “vacant” in Banner. The Manager of Postal Services should also maintain a backup log of box holders with contact information. For post office boxes being rented, the backup log should also annotate rental term and payment dates.
- C. By July 15th of each year, the Manager of Postal Services will invoice annual box holders for the upcoming rental term. For post office boxes rented on an annual basis, the box holder will be responsible for completing a Post Office Box Rental Agreement (see Appendix) and submitting full payment prior to the post office box being considered as a renewal. University Post Office employees will collect payment along with the signed rental agreement, provide the box holder with a receipt, and deposit such funds in accordance with the University’s [Funds Handling Policy](#).
- D. Within 15 days after the start of the fall semester, according to the applicable Academic Calendar, the Manager of Postal Services will ensure that annual rental agreements have been signed and payments received. (This deadline should allow sufficient time for box holders to return from summer break). If payments and agreements have not been received within 15 days after the start of the fall semester, the Manager of Postal Services will make

arrangements to convert the post office box to “vacant” status. Circumstances which create payment and rental agreement delays and impact the post office box being converted to “vacant” status will be thoroughly documented by the Manager of Postal Services.

6. EXCLUSIONS

None

7. APPENDICES

Appendix: [Post Office Box Rental Agreement](#)

8. REFERENCES

None

9. INTERPRETATION

The authority to interpret this policy rests with the President of the University and is generally delegated to the Vice President for Finance and Administration & Chief Financial Officer.

10. APPROVAL AND REVISIONS

The *Post Office Box Policy* and associated Procedure were drafted in the new University templates in November 2012. After review and Cabinet approval, the president signed the policy on November 29, 2012. The *Post Office Box Policy* and Procedure became effective in January 2013.

In April 2015, the *Post Office Box Policy* and accompanying procedure were reviewed by the Chief Financial Officer and Vice President for Finance & Administration or designee. Minor editorial changes were made, but no substantive changes were made that would affect the content or intent of the policy.

Effective May 8, 2017, the *Post Office Box Policy* and related procedure were reviewed by the oversight department and the Office of Policy Compliance. The policy and procedure were modified to conform to the new University Policy template with minor revisions not requiring approval of the President’s Cabinet.

Effective December 14, 2021, the *Post Office Box Policy* was reviewed by the oversight department and the Office of Policy and Tax Compliance. Only minor editorial changes were made that did not alter the scope or application of the policy.

For general information concerning University policies, contact the [Office of Policy and Tax Compliance](#) – (540) 831-5794. For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.