

Eastern Oklahoma State College EOSC Post Office Policies and Procedures

The following policy and procedures have been established to enhance the operations of Eastern Oklahoma State College's Post Office. This policy is to ensure that all employees and students are aware of the postal process.

General

The Eastern Mail and Shipping Center offers the following services:

- P.O. Boxes available to students, faculty, and staff.
 - \$20.00 each semester for Fall and Spring (non-refundable)
 - \$10.00 each semester for Summer (non-refundable)
 - \$40.00 per academic year (non-refundable)
- Receive USPS mail in your box Monday – Friday
- Daily mail drop for outgoing mail
- Parcel Shipping including First Class, Parcel Post, Priority, Express, and Media Mail
- Insurance, Certified Mail, Return Receipt & Delivery Confirmation.

Personal Mailboxes

All students who receive mail through the College will need to purchase a Post Office Box to ensure they receive their mail. All mail delivered without a correct box number or department will be returned to sender. EOSC will provide one key per mailbox. It is the renter's responsibility to not share their key or box with anyone. The renter will be responsible for replacing any lost keys.

When picking up mail at the EOSC Post Office you must present a valid picture ID. The owner of the Post Office Box will be the only person allowed to retrieve any mail through the Post Office Clerk. All department mail must be picked up by an EOSC employee of that department.

Metered Mail

EOSC holds a permit to operate postage meters and must comply with the USPS regulations as follows:

All mail to be metered must have a complete Eastern Oklahoma State College return address.

Folded Self-mailers need to be folded at the bottom and tabbed at the top. Please do not use staples.

Mail to be metered (letters, post cards, large flats) should be sorted and bundled separately. The EOSC Post Office has letter trays and tubs available for help in preparing large mailings.

The postage meter machines can seal letter-size envelopes and some larger envelopes if the flap is at the top of the mail pieces. Heavy, flat-sized envelopes, as well as envelopes which seal on the side, must be sealed before coming to the Post Office.

Intra-Campus Mail

Campus mail should include the recipient's name and the department name (not building). For students, please use their campus box numbers.

Intra-campus/Inter-departmental envelopes should be used for all campus mail. When available EOSC departments can request inter departmental envelopes from the Post Office.

Post Office Hours

Monday – Friday 10 a.m. – 1 p.m.

Holiday hours will be posted before each break and emailed to all students, faculty, and staff.

Post Office Location

The Eastern Post Office is located on the first floor of the E. E. Tourtellote Student Center.

FAQ

- What to do if I lose my post office key? Complete the EOSC Key Replacement Form at the Post Office and pay \$20.00 for a new key.
- What will happen if I do not return my key once my box rental has expired? If you do not return your key within a week after your box expires the Business Office will charge your student/employee account \$75.00 to replace the lock and keys.
- Will I get a refund on my box rent if I leave during the semester? All box rentals are for the full semester and will not be refunded.