

**Guidelines for Requesting an Exception to Policy 310**

UCLA Mail Services is the designated central mail unit and any requests by a department for an exception or exemption to policy must be made in writing to UCLA Mail Services (Mail Services) using the appropriate form, and in accordance with the following guidelines and Policy 310.

**Regulation of Postage Meter Machines**

Requests for the installation of postal meters should only be made when use of the Mail Services meter is physically impractical (such as remote off-campus locations not served by Mail Services).

1. Requests for *prior approval* must be made using the Prior Approval: Ongoing Exemption to Policy form, available from Mail Services.
2. If an exemption to policy is granted, then at such locations the named department shall a) assign a person to be responsible for proper use of the machine and who will attest to the business use of postage; and b) provide instruction to that person in the U.S. Postal Service (USPS) requirements associated with proper use of the machine.
3. In accordance with BUS-65, IV.1, monthly auditable records must be submitted to Mail Services to ensure that adequate monitoring and controls are in place. An example of University auditable records shall be made available to a department upon request.
4. Mail Services may recover the proportionate cost of additional audit expense from meter exempt departments.
5. Annually, meter exemptions will be reviewed by Mail Services in order to ensure that information provided by campus departments is current, postage and meters are being used properly, reasonableness of dollar limits is assessed and continued justification for an exemption to policy is appropriate.

**Regulation of Postal Materials (including Stamps, Metered Postage, Express Mail, etc.)**

Campus departments should retain an inventory of postal materials only for urgent mailings and must maintain auditable records of such usage.

**Prior Approval: One-Time Exception**

Prior approval for a one-time exception to policy for the direct purchase of stamps from the USPS, any foreign postal service, or any entity selling USPS supplies may be requested using the Prior Approval: One-Time Exception to Policy 310 form, available from Mail Services. This should occur only under extraordinary circumstances (e.g., a staff member temporarily working out of state or country).

**Post-Approval: One-Time Exception**

If a department mistakenly purchases postal services directly from the USPS, any foreign postal service, or any entity selling USPS supplies without having secured prior approval from Mail Services and seeks reimbursement, the department must submit a Post-Approval: One-Time Exception for Postal Service Purchases form, available from Mail Services. Such requests shall be reviewed by the Director of Mail, Document & Distribution Services and may be approved only under extraordinary circumstances. If approved, the requesting department's Chief Administrative Officer will be notified of the one-time exception and asked to ensure the dissemination of Policy 310 to his or her department to avoid future violations of policy, and to provide a valid Recharge ID to enable the customary surcharge on University postage to be assessed.

**Prior Approval: Ongoing Exemption**

Prior approval for an ongoing exemption from policy for the direct purchase of stamps and/or other postal materials directly from the USPS, any foreign postal service, or any entity selling USPS supplies, shall be considered only in situations when use of the central mail service unit is physically impractical (such as remote off-campus locations not serviced by Mail Services).

1. Prior approval for an ongoing exemption to policy for such a direct purchase may be requested using the Prior Approval: Ongoing Exemption to Policy 310 form, available from Mail Services.

2. If an exemption is granted, then at such locations the department requesting the exemption shall: a) assign a person who will attest to the business use of the postal materials; and b) provide instruction to that person in the USPS requirement associated with its proper use.
3. In accordance with BUS-65, IV.1, monthly auditable records must be submitted to Mail Services to ensure that adequate monitoring and controls are in place. An example of University auditable records shall be made available to a department upon request.
4. Mail Services may recover the proportionate cost of additional audit expense from said departments.
5. Annually, direct stamp purchase exemptions to policy will be reviewed in order to ensure current information from campus departments is maintained, proper use of postage materials is adhered to, reasonableness of dollar limits is assessed and continued justification for an exemption to policy is appropriate.

### **Regulation of Postal Permit Usage**

Maintenance of postal permits by departments should occur only under extraordinary circumstances.

#### **Prior Approval: One-Time Exception**

Prior approval for a one-time exception for the use of postal permits by units other than MDDS (i.e., mail house permits), may be requested using the Prior Approval: One-Time Exception to Policy 310 form, available from Mail Services. Such requests should occur only under extraordinary circumstances (e.g., mailings prepared and presented to USPS Bulk Mail Entry Units outside of Southern California).

#### **Post-Approval: One-Time Exception**

If a department mistakenly utilizes a mail house permit without having secured prior approval from Bulk Mail Services and seeks reimbursement, the department must submit a Bulk Mail Post-Approval: One-Time Exception for Postal Service Purchases form, available from Mail Services. Bulk Mail Services' approval is required before Accounts Payable may process postage invoice payments or reimbursements. Such requests shall be reviewed by the Director of MDDS and may be approved only under extraordinary circumstances. If approved, the requesting department's CAO will be notified of the one-time exception and asked to ensure the dissemination of Policy 310 to his or her department to avoid future exceptions, and to provide a valid Recharge ID to enable assessment of the customary permit preparation fees on University bulk mailings.

#### **Prior Approval: Ongoing Exemption**

Prior approval for an ongoing exemption to policy shall be considered only in extraordinary situations where use of Bulk Mail Services central permits is highly impractical (e.g., mailings prepared and presented to USPS Bulk Mail Entry Units outside of Southern California).

1. Prior approval for an ongoing exemption to policy for the maintenance of postal permits may be requested using the Prior Approval: Ongoing Exemption to Policy 310 form available from Mail Services.
2. If an ongoing exemption to policy for the maintenance of postal permits is granted, then at such locations the department requesting the exemption shall assign a person responsible for said permits who will attest to the business use of the permits and shall provide instruction in the USPS requirements associated with their use.
3. In accordance with BUS-65, IV.1, monthly auditable records must be submitted to MDDS to ensure that adequate monitoring and controls are in place. An example of University auditable records shall be made available to a department upon request.
4. MDDS may recover the proportionate cost of additional audit expense from said departments.
5. Annually, maintenance of postal permit exemptions will be reviewed in order to ensure current information from campus departments is maintained, proper use of permits is adhered to, and continued justification for an exemption to policy is appropriate.