I. Purpose
   A. To provide guidance on CMED outgoing mail.

II. Definitions
   A. All USPS mailing needs can be met through the use of the Central Mailroom. No postage stamps should be purchased by any CMED employee using a CMED cost center. Meter mail charged to any CMED account is reserved exclusively for CMED business. Faculty and staff are not allowed to use meter mail for any personal mailings.

III. Procedures
   A. For any outgoing USPS mail, use the Central Mailroom Meter Mailing Form found at:
      www.purchasing.cmich.edu/forms/mailroom_meter.html
   B. Fill out the form, using the appropriate cost center number. If you are unsure about the cost center number, please contact the CMED Accountant.
   C. Print out the completed form.
   D. Place mail along with the completed form in Outgoing campus mail. It is recommended that you bind the form and mail together using a paperclip or rubber band.

CMED reserves the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.