



MAIL SERVICES

Personal Mail for Faculty & Staff

PERSONAL MAIL CANNOT BE BILLED TO A DEPARTMENTAL ACCOUNT; NO EXCEPTIONS

SENDING PERSONAL MAIL

As a courtesy to University faculty and staff, Mail Services will pick-up stamped personal mail from departments along with other mail that is picked up at a regular pick-up location.

Personal Mail must be sealed and have the correct postage affixed.

All stamped mail should be kept separate from all other mail.

RECEIVING PERSONAL MAIL

The University requires all faculty and staff to receive their personal mail at home or at their permanent address.

Kutztown University should not be given as your permanent address. The only exception is the Residence Hall Building Coordinator's and Residence Hall Building Director's employed by Housing and Residential Services.