

OKLAHOMA STATE UNIVERSITY



University Mailing Services

www.osuums.com

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Key Members of our Team:

Donna Morris—Manager

Barbara Dobson—Coordinator

Pam Greenfield—Sr. Accounting
Specialist- Finance/Admin

Fred Evans—Postal
Foreman/Lettershop, Campus Sort
Drivers

Trudy Simank— Postal
Foreman/Student Union Contract
Station

Seth Becker—Postal
Foreman/FedEx, UPS, DHL, USPS

Sue Collington—OCES Publications

Jaime Wheat—Financial
Assistant/Billing

Daisha Nance—Sr. Admin Suppt
Asst/List Management

REMINDER: PASSPORT FAIR COMING TO OSU!!

University Mailing and the United States Postal Service are hosting a Passport Fair on November 8, 2007 from 9am to 3pm.

This is the perfect opportunity to apply, re-new, or re-apply for your passport. With the passport processing times growing, now's the time to get your passport well in advance for those summer vacations!

What you need to know about the Passport Fair:

Location - 415 Student Union, Exhibit Room 2

When - November 8, 2007, from 9am to 3pm

What you'll need to bring to the fair:

ONLY ORIGINAL DOCUMENTS, NO COPIES!!

1. **Proof of citizenship** - original birth certificate, passport, or nationalization papers
2. **Proof of identity** - social security card, picture ID
3. **Two recent color photographs** - can be taken elsewhere, but there will be accommodations available to have your picture taken at the fair.
4. **Fees** - explained below, or in your application packet.

Some things to remember:

- If you have changed your name or been married in the last 5 years, then you will need to bring a copy of the court order or your marriage license.
- All application forms can be picked up in advance at University Mailing Services. Including: Application for U.S. Passport, Renewal Application, U.S. Passport Re-Application form, Statement of consent for those under age 14, and Application for additional visas.
- Credit/debit cards will be accepted only for fees to the Postmaster, but not for the passport fees which go toward the Department of State. All fees to department of state must be paid by check or money order (you can bring cash, but a \$1.05 charge will apply so the cash can be put towards a money order).

What are the fees?

Postmaster fee	\$30.00
Photographs	\$15.00
Passport (age < 15)	\$52.00
Passport (adult)	\$67.00

Other fees will apply for different mail options (i.e.; expedited, certified mail, etc.)

Checks, money orders, or cash will be accepted. All cash transactions will require a \$1.05 charge for purchase of money order.

Don't miss out on this convenient opportunity!

UMS Team Member Chosen for Award

Oklahoma State University's Staff Advisory Council awarded University Mailing employee Fred Evans with the Distinguished Service Award for 2007 in the Classified-Trades/Tech-Paraprofessional group. University Mailing takes pride in this accomplishment for Mr. Evans, and feels it was much deserved. Fred has been a Postal Foreman with University Mailing Services and working on campus for 16 years.

Fred supervises three areas of UMS, including Campus Sort, Lettershop, and Mail Delivery. These areas are responsible for processing USPS mail, sorting of campus mail, bulk mail processing, and mail delivery, respectively. Collectively, these areas keep Fred busy covering 7 fulltime employees and 17 student employees. Fred also handles maintenance of our department machinery and vehicles for mail delivery. He is a valued asset in our department. University Mailing benefits greatly from the success of Fred's great work ethic. For his respective area on campus, it is an awesome achievement to have his beneficial contributions recognized by the University.

A Staff Award Day program to recognize recipients and finalists was held on Thursday, November 1, 2007. University Mailing was honored to have not only this award given to one of our own, but many others were recognized at this event for their completion of several different Leadership Programs, as well as for 5, 10, 20, and even 30 years or service at OSU.

CONGRATULATIONS FRED!



"I don't know, Earl, it came for you today."

How to: Have UMS assist you with Bulk Mailing

What bulk mail processes can UMS complete?

In the Lettershop area, UMS has several different machines that can complete the following tasks:

- Print addresses (both return and addressees')
- Fold materials
- Tab materials
- Insert materials into standard envelopes
- Perforate and glue materials
- Seal
- Shrink Wrap materials

These are only the basics of what can be done in our Lettershop area.

What is needed to start the bulk mailing process?

1. **Submit a WORKORDER.**
 - a. This can be done online at http://www.osuums.com/forms/wrk_ord_form.asp
 - b. You can call x4-5385 to have a blank workorder form faxed to you.
 - c. You can call to have a workorder filled out over the phone with you.
2. **Send your address list to Daisha Nance via her email: daisha@okstate.edu**
3. **Send your materials over to UMS**
 - a. UMS can pick up your materials from your office or one of the duplicating locations on campus for a small charge.

"Always remember to include your return address, EXACTLY AS IT SHOULD APPEAR, in the "other instructions" area (of the workorder form)."

Workorder form requirements:

There are a few things that are absolutely necessary when it comes to filling out a workorder:

- The ACCOUNT NUMBER OR BURSAR NUMBER for billing
- A contact NAME, NUMBER, and ADDRESS.
 - Even if you're off campus, please provide this information
- The SUBJECT of mailing - this will appear on your billing statement for your reference
- What CLASS of mail (First, Third Class Non-Profit, Third Class Commercial, or Campus)
- What processes UMS will complete (Tabbing, folding, inserting, etc.)
- If UMS is to print your return address, include your return address EXACTLY AS IT SHOULD APPEAR, in the "other instructions" area.

Envelopes already labeled just have a lot?

To eliminate invoices with "50 pieces for Presort", which leaves you guessing who sent all those letters, just fill out a workorder. This will give you the option to put a reference in the SUBJECT field, which will show up on your invoice.

Other tasks to help you with bulk mailing:

Plan on sending a survey or other material that you'd like a client to return to you free of charge for them? University Mailing Services can print Business Reply Envelopes or Business Reply Labels for these purposes.

To have Business Reply supplies printed, you will need to submit a workorder form, and ensure that the following items are filled out fully, in addition to the 'workorder form requirements' (left):

- If you need Business Reply LABELS, state this clearly in the SUBJECT field of the form.
- *Always* remember to include your return address EXACTLY AS IT SHOULD APPEAR, in the "other instructions" area.

Postal History Fun Facts

Part 1 of 3 part series

Throughout its history, the Postal Service enthusiastically has explored faster, more efficient forms of mail transportation. Technologies now commonplace - railroads, automobiles, and airplanes - were embraced by the Post Office Department at their radical birth, when they were considered new-fangled, unworkable contraptions by many.

Once such technology, however, remains only a footnote in the history of mail delivery. On June 8, 1959, in a move a postal official heralded as "of historic significance to the peoples of the entire world," the Navy submarine U.S.S. *Barbero* fired a guided missile carrying 3,000 letters at the naval Auxiliary Air Station in Mayport, Florida. "Before man reaches the moon," the official was quoted as saying, "mail will be delivered within hours from New York to California, to Britain, to India or Australia by guided missiles."

History proved differently, but this experiment with missile mail exemplifies the pioneering spirit of the Post Office Department when it came to developing faster, better ways of moving the mail.

This information was obtained from the USPS website: www.USPS.com

UMS would like to mention...

**STUDENT UNION
POST OFFICE
TO BEGIN OFFERING
FAX SERVICES**

**In U.S. outgoing: \$1.00
**additional pages: \$1.00
In U.S. in-coming: \$.50
International out-going:
\$5.00 to connect
\$1.00/ea page**



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