

Effective Date: \_\_\_\_\_

## **POLICY**

Authority: RCW 28B.35.120  
Approved: Vice President, Business  
& Financial Affairs

### **POL U5345.01 -- USING CAMPUS MAIL\*\***

*This policy applies to all university personnel*

#### **Personal Use of University Mail Facilities is Prohibited**

The use of campus mail facilities are prohibited for personal use. University personnel may deposit personal mail at home, or use any of the U.S. mail boxes. On-campus U.S. mail box locations:

- ◆ South College Drive (across from main entrance of Fairhaven College)
- ◆ Student Co-op Bookstore
- ◆ Ridgeway Commons

**\*\*New Title**