

Within Your City

It is a violation of federal law to distribute mail between two entities without postage, though there are a few exceptions to the Private Express Statutes.

Lubbock

Within TTUHSC - INTERNAL ADDRESSING

When sending mail to other TTUHSC departments, TTU campus, or UMC use Kraft or brown inter-departmental envelopes. Used campus mail envelopes are available in Mail Services, or you may call and ask that they be delivered on the next mail run. **Be sure to cross out all previous names and addresses.** Never use department stationery envelopes. If you use a stationery envelope and Mail Services applies postage, the submitting department is responsible for the charge. **Inter-campus mail is never to be used for personal or non-university business.** For proper delivery, please provide the correct information.

DEPARTMENTS

RECEIPIENT'S NAME
DEPARTMENT
STOP NUMBER**

TTU - Mail Services exchanges mail with TTU campus daily, but because TTU Mail service delivery times are different from TTUHSC mail it might be the next day for delivery on campus.

UMC - Mail Services exchanges mail with UMC daily. Please inform all departments with whom you have regular correspondence to use the correct STOP numbers when sending mail to TTUHSC. Pieces that do not have a STOP number may be delayed. All mail designated for UMC should be clearly marked UMC.

Other Campuses

Check with mail services at your campus to ensure delivery is available without postage.