



Upcoming Events:

During the month of July SUU will be celebrating two holidays, Independence Day on the 4th and Pioneer Day on the 24th.

July comes as the preparation month for the Southern Utah campus. Having hosted the Utah Summer Games for two weeks, Utah Girl's State, and multiple Athletic Camps including Boys and Girls Basketball, Gymnastics, and Soccer SUU takes the month of July to recuperate before the students return for school in August.

The Post Office would like to recognize the grounds crew for their work they do to keep the SUU campus looking great all summer long. Many visitors to the campus especially during Summer Games have commented on the great facilities, inside and out that we have here at SUU.



SUU Post Office & Mail Service

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USPS Opens options to customers using Flat Rate boxes

Frequently at the Post Office customers will ask for boxes to ship their items. While in the past the Post Office has not been able to supply any more than normal standard boxes now the Post Office is able to offer shipping through a variety of Flat Rate Boxes. Flat Rate Boxes come in 4 sizes ranging from small to large and offer one flat fee for domestic and international shipping regardless of the weight of the contents. Small Boxes hold material equal to the size of two CD or DVD cases, Medium Boxes hold up to 3 three ring binder sized items or Medium Boxes are equal to a regular shoe box, while large boxes equal the size of a large shoe box (pictured below).



Small Flat Rate Box= \$4.95 U.S.
 \$10.95 Canada/Mexico
 \$12.95 All other countries

Medium Flat Rate Box=\$10.35 U.S.
 (Comes in two sizes) \$25.95 Canada/Mexico
 \$41.95 All other countries

Large Flat Rate Box=\$13.05 U.S.
 \$32.95 Canada/Mexico
 \$53.95 All other countries

With all of the mail that is being sent out around the world and with the multiple pieces of "Junk Mail" individuals get each day some might wonder if there is anything that the Post Office does NOT send? While the Post Office makes it possible to ship items of necessity they also make a high priority of ensuring the safety of those receiving mail. The USPS has devised a rating scale consisting of 9 classes of banned materials that cannot be shipped due a risk in safety. Materials range from explosives, fuels, and gasses to things such as bleach, unsecure batteries, and pool chemicals.

While the Post Office does its part to keep the mail safe it is important to know what to do if a package or piece of mail seems suspicious, the USPS recommends the following:

| ASK YOURSELF | IF YOU RECEIVE SUSPICIOUS MAIL |
|---|--------------------------------|
| Is it from someone I know? | Do not shake or sniff it |
| Is the return address legitimate? | Do not try to clean up leaks |
| Does it have stains or powdery deposit? | Keep others away from the mail |
| Is it sealed with excessive tape? | Wash your hands thoroughly |
| Is it lopsided or uneven? | Do NOT handle it |

Happy
4th of
July!!



New \$.44 Stamps Available at SUU Post Office

With the new rate changes effective May 2009 the SUU Post Office has now received and will be issuing the new \$.44 Stamps along with other stamp amounts and international stamps. New Stamps include a different take on the classic American Flag stamp, Royalty stamps picturing king and queen, and the newest Simpsons stamps featuring the whole family from the well known animated TV series.



Department Spotlight

During the past month there have been two departments which have sent and received a significant amount of mail. The Controller's Office and The Utah Shakespeare Offices have both sent and received over 5,000 pieces of mail during the course of one month.

The Shakespeare offices are especially busy during this time of the year when they have actors, directors, and play personal come to Cedar City from all over the world. A majority of the mail received by the Shakespeare offices comes in the form of parcels and large packages, for example on June 1 the Shakespeare offices received 86 packages, parcels and flats from all over the country. While the Shakespeare festival receives large amounts of mail they also send tickets to upcoming plays out all over the country.



The controller's office located on the 2nd floor of the Administration building gives the SUU Post Office much to do during the day with the amount of mail that is dispersed to the community and individuals all over the state. The Controller's office consists of several different departments including Accounts Payable, Accounts Receivable, Payroll office, Accounting offices Accounting assistants and the Financial offices of SUU. It isn't hard to keep the mail flowing between these different offices, usually the SUU Post Office meters and sends out between 1,500—2,000 pieces of mail each week!

The Post Office would like to thank the USF and Controller's Office for the active role they take in utilizing the services of the Post Office on the SUU campus.