SOUTHEASTERN LOUISIANA UNIVERSITY

University Mail Guidelines

POSTAL AND FACULTY BOXES

All on-campus and off-campus mail is sent through the Department's campus mailbox. A list of departmental box numbers and a list of the employee box numbers may be obtained from the Human Resources Office web site at: http://www.southeastern.edu/admin/hr/general_information. Departmental boxes are used for University business only. Faculty and staff members can rent personal boxes if interested.

For more information on services provided by the University Mail Center, faculty and staff should contact the University Mail Center at 985-549-2124, or postoffice@selu.edu. The University Mail Center is located in the Student Union. Details about services can also be found at selu.edu/post office.
Remember regarding metered mail:

- No staples -- staples cannot run through the machine.
- Metered mail must have a budget number on the item (or the top item of the bundle).
- A return address must be included on all metered mail.
- Outgoing metered mail must be at the University Mail Center by 2:30pm in order for it to be included in the 3:00 p.m. pickup. Otherwise it will be mailed the following day.
- International mail must be separated from U.S. mail.

USING CORRECT ADDRESSES

The following address format should be used:

NAME
SLU (box number)
HAMMOND, LA 70402

UPS/RECEIVING STATION

When placing orders, please ask the vendor to clearly identify the office and person the package is to be delivered to, along with the correct physical address. An example of the information needed is:

SLU Receiving Station
Computer Equipment Resales
Mr. Ralph Schnellenberger
P.O., R.O. or Req #
800 North Oak Street
Hammond, La. 70402