

## URI MAIL SERVICES PERSONAL PACKAGE POLICY

1. A package is deemed *personal* when it is addressed to an individual in a department, and it comes from a place of business that make it suspect to being personal (ie, Macy's, JCPenny's, Kohls, etc.)
2. A bright orange sticker is placed on the package. It states that *University Mail Services is for business mail only. Receipt of personal mail is strictly prohibited. Any future personal mail will be returned to sender.*
3. The package is delivered to the department's mailroom.
4. The date, person's name, department, vendor, and package type is written in the *Personal Package Receipt Log*.
5. If another personal package is addressed to the recipient, it is returned to the sender.