

# UNIVERSITY OF CALIFORNIA, BERKELEY

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ROBERT J. BIRGENEAU  
Chancellor  
Professor of Physics  
Professor of Materials Science and Engineering

200 California Hall #1500  
Berkeley, CA 94720-1500  
TEL: 510-642-7464  
FAX: 510-643-5499  
E-MAIL: [chancellor@berkeley.edu](mailto:chancellor@berkeley.edu)

May 17, 2010

## ASSOCIATE VICE CHANCELLOR – BUSINESS AND ADMINISTRATIVE SERVICES

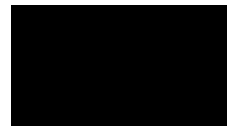
Re: Delegation of Authority – *Guidelines for University Mail Services (Business and Finance Bulletin BUS-65)*

In accordance with Business and Finance Bulletin BUS-65, which delegates to the Chancellor certain authorities with respect to the use of University mail services, I am delegating the Associate Vice Chancellor – Business and Administrative Services to act on my behalf. The highlighted attachment of BFB BUS-65 provides clarification of those delegated authorities.

This re-delegation is effective immediately.

If you have any questions or concerns regarding this delegation of authority, please contact Cindy Major, Campus Delegations Coordinator, at the Chancellor's Communications & Resource Center, 2-3115 or [cmajor@berkeley.edu](mailto:cmajor@berkeley.edu)

Yours sincerely,



Robert J. Birgeneau

cc: Universitywide Policy Coordinator N. Capell  
Vice Chancellor F. Yearly  
Associate Chancellor B. FitzPatrick  
Associate Chancellor L. Williams  
Director – Audit & Advisory Services Wanda Lynn Riley  
Campus Delegations Coordinator C. Major

## Re-Delegation Review Form

**To:** Chancellor Birgeneau

**From:** Cindy Major, Delegations Coordinator CM

**Date:** May 5, 2010

**Title and Number:** BUS-65 Guidelines for University Mail Services

☐ You may not redelegate this authority.

☒ You may redelegate this authority. To whom will you redelegate?

Ron Coley

**Comments:**

In Business and Finance Bulletin BUS-65, Guidelines for University Mail Services, the Chancellor or his designee has specific areas of authority as highlighted in the attached page. Currently the Chancellor's designee for these authorities is the Director of UC Printing Services. The closing of UC Printing Services necessitates a new designee for these authorities or they can remain with the Chancellor.

*\*\*\*Please return the completed form to the Campus Delegations Coordinator Cindy Major, CCRC, 108 California Hall #1500. The Coordinator will draft a re-delegation letter for your signature.*

No materials delivered through the University mail service shall:

- a. advocate an individual's or organization's political or religious position;
- b. imply University or campus endorsement, support, or opposition to a political, religious, or civic issue that has not been appropriately authorized by the Chancellor or designee (a copy of the authorization shall be sent to the central mail unit);
- c. be of a commercial nature that solicits, or would provide, personal and/or financial profit to a University employee or to a profit-making organization; and
- d. be of a personal nature, such as:
  - (i) merchandise catalogs;
  - (ii) monthly bills; and
  - (iii) Christmas cards or invitations to private functions.

6. Definition of Mail. The physical dimensions and definition of internal mail shall be established by the central mail unit in response to U.S. Postal Service and/or processing equipment requirements. Parcels (corrugated boxes, tubes, plastic containers, etc.) may be considered non-standard internal mail and the central mail unit may assess special handling charges;

7. Delivery Points. Establishing the number and location of collection and delivery points shall be the responsibility of the central mail unit. Requests for additions or deletions to the locations should be directed to the manager of the central mail unit. Changes will be based on need and resources available.

8. Related Services. Central mail units may provide additional related services based on campus needs.

9. Addresses. All mail delivered through the internal mail services must be properly addressed.

## **V. RELATIONSHIP WITH OUTSIDE VENDORS OF MAIL RELATED SERVICES**

The manager of the central mail unit is responsible for establishing purchase agreements with outside vendors to augment services provided by the central mail unit (foreign mail delivery, express mail service, special handling of medical/research materials, etc.), and for assuring compliance with U.S. Postal Service regulations, standards of timeliness, and cost containment.

To assure receipt of volume-based discounts and to prevent violations of Federal Regulations, agreements between individual campus employees or departments for mail preparation or dispatch services is strongly discouraged. Any arrangements or contracts other than those established by the central mail unit require prior approval by the Chancellor or designee (a copy of the approval document shall be sent to the central mail unit).

## **VI. RECHARGE RATES AND BILLING PROCEDURES**

Recharge rates for goods and services provided by central mail units shall be determined in accordance with Business and Finance Bulletin A-47, University Direct Costing Policy, and existing campus regulations. Approved recharge rates shall be published and available to customers. Documentation of recharge activity shall be maintained in accordance with University records disposition schedules and shall be made available to internal and external auditors as necessary.

## **VII. MAILING LISTS**

Home addresses and home telephone numbers of University employees are not public records under the State of California Public Records Act. In addition, this information is protected and exempt from disclosure to the public

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SANTA BARBARA • SANTA CRUZ

OFFICE OF THE CHANCELLOR  
200 CALIFORNIA HALL # 1500

BERKELEY, CA 94720-1500

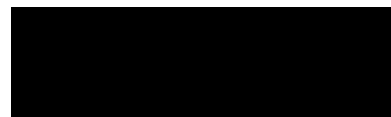
July 20, 2001

George Craig  
Director, UC Printing Services

Re: Delegation of Authority - Guidelines for University Mail Services  
(Business and Finance Bulletin BUS-65)

In accordance with Business and Finance Bulletin BUS-65, delegating to the Chancellor certain authorities with respect to the use of University mail services, I am redelegating to you as Director, UC Printing Services to act on my behalf.

Please contact Manager Susan Combs in the Chancellor's Communications and Resource Center with any concerns you may have regarding this delegation of authority.



Robert M. Berdahl  
Chancellor

Cc: Vice Chancellor H. Mitchell  
Assistant Vice Chancellor R. Coley  
Assistant Chancellor J. Cummins  
Manager S. Combs

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# UNIVERSITY OF CALIFORNIA

## BUSINESS AND FINANCE BULLETINS

### BUS-65, Guidelines for University Mail Services

October 14, 1996

#### **I. PURPOSE**

The purpose of this Bulletin is to set forth policies and establish guidelines for the use of University mail services.

#### **II. REFERENCES**

1. University Policy on Relations with Employee Organizations, April 24, 1980.
2. University of California Policies Applying to Campus Activities, Organizations and Students, August 15, 1994.
3. Business and Finance Bulletin A-47, University Direct Costing Policy, July 1, 1984.
4. Business and Finance Bulletin RMP-8, Legal Requirements on Privacy of and Access to Information, July 1, 1992.
5. Business and Finance Bulletin RMP-12, Guidelines for Assuring Privacy of Personal Information in Mailing Lists and Telephone Directories, June 15, 1989.
6. Federal Code Regulations 39 (18 U.S.C. Section 1693 et. seq. ;) Federal Private Express Statutes.
7. Domestic and International Mail Manuals.
8. University Records Disposition Schedule.
9. State of California Information Practices Act (Government Codes 1798.60 & 1798.62).
10. State of California Public Records Act (Government Code 6254.3).

#### **III. RELATIONSHIP WITH U.S. POSTAL SERVICE**

Central mail unit managers are the authorized campus representatives for communicating and contracting with the U.S. Postal Service on behalf of the campus, including:

1. establishing delivery and collection agreements;
2. entering into postal meter contracts;
3. obtaining mailing permits for all required classes of service; and

4. maintaining records in accordance with U.S. Postal Service and University policies and regulations.

Questions or problems that have multi-campus or regional implications shall be coordinated with the office of the Senior Vice President--Business and Finance.

#### **IV. REGULATIONS FOR CAMPUS MAIL SERVICES**

The following regulations for mail services shall be observed by all campuses and shall guide campus policies and procedures.

1. Postage Machines. Postal meters shall be installed only at the central mail unit to assure maintenance and auditable records of meter usage and to comply with U.S. Postal Service regulations governing the University's postage metering privileges. Installation and use of U.S. Postal Service meter machines by a campus department other than the central mail unit is not permitted except with prior written approval by the Chancellor or designee (a copy of the approval shall be sent to the central mail unit). Such requests for approval shall be considered only in situations when use of the central mail unit meters is physically impractical (such as a remote, off-campus location or a contract station). At such locations, a person will be assigned responsibility for use of the metering machine and shall be instructed in the U.S. Postal Service requirement associated with its use.

2. Postal Materials. The central mail unit shall maintain an inventory of postal materials (stamps, postcards, etc.) which departments may purchase to meet special mailing needs. Campus departments other than the central mail unit shall retain such materials only for urgent mailings, and shall maintain auditable records of usage.

The purchase of postal materials directly from the U.S. Postal Service by departments other than the central mail unit, is not permitted except with prior written approval by the Chancellor or designee (a copy of the approval shall be sent to the central mail unit).

3. Bulk Mailing. The U.S. Postal Service regulates the University's continuing eligibility to mail at special non-profit bulk rates, and failure to follow U.S. Postal Service regulations could result in the revocation of the University's non-profit mail permit. Only the central mail unit is authorized to affix non-profit bulk mail postage, and it is the responsibility of the manager to certify that the mailings meet the standards required by the regulations.

To assure compliance, the central mail unit is authorized to review all bulk mail material for conformance with the standards prior to affixing postage. Materials should be submitted for review by the central mail unit prior to being printed or otherwise duplicated for mailing. Materials that do not meet the standards will not be mailed at the bulk rate.

4. Documentation. The central mail unit manager is responsible for maintaining documentation of all meter and permit use and shall make records available to University and external auditors and Federal postal inspectors, as required.

5. Federal, State, and University Regulations. The University's postage-free internal mail service is governed by Federal Private Express Statutes and regulations which require that:

- a. all mail delivered without postage must be official University business and must be delivered by University employees; and

- b. the personnel delivering the mail must be casual or full-time University employees entitled to the same benefits (including, but not limited to, salary, annual vacation time, absence allowed for illness, health benefits, worker's compensation insurance, and retirement benefits) provided to other casual or full-time employees of the University working the same percentage of time and in the same or equivalent classification;

No materials delivered through the University mail service shall:

- a. advocate an individual's or organization's political or religious position;
- b. imply University or campus endorsement, support, or opposition to a political, religious, or civic issue that has not been appropriately authorized by the Chancellor or designee (a copy of the authorization shall be sent to the central mail unit);
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California Information Practices Act and University policy. Such information should not be disclosed, except as s  
Business and Finance Bulletins RMP-12, Guidelines for Assuring Privacy of Personal Information in Mailing Lists a  
Telephone Directories, and RMP-8, Legal Requirements on Privacy of and Access to Information. Mailing lists m  
distributed, rented, or sold for commercial purposes.

*Send comments or questions about this website to [webmaster](#).*

*Last updated: October 16, 2006 .*



# UC Business and Finance Bulletins -- What's New?

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## What's New in the Business and Finance Bulletins

Revisions for Business and Finance Bulletins were issued October 21, 1996

**SPECIAL NOTICE: The Business and Finance Bulletins will no longer be issued to the Campus and Laboratory Business and Finance Coordinators in paper form effective October 21, 1996.**

G-13, Policy and Regulations Governing Moving and Relocation, is a new Business and Finance Bulletin. The effective date of this Bulletin is July 1, 1996. The following summarizes the need for this new Bulletin:

This Bulletin is being issued to incorporate the procedures related to moving expenses for the employee classifications established under the Human Resource Managements Initiative, which was effective July 1, 1996. The Bulletin also covers the tax treatment of moving expenses and payment procedures for advance payments, payments made directly by the University, and reimbursement payments.

Revisions for Business and Finance Bulletins were issued October 14, 1996

**BUS-65 was revised as follows:**

1. To delete material which is not applicable and/or appropriate; and
2. To correct the reference to Federal Regulations.

Revisions for Business and Finance Bulletins were issued March 1, 1996

G-28, Policy and Regulations Governing Travel, was revised as follows:

1. Meal amounts in excess of the authorized reimbursement ceiling, which may be incurred by employees who entertain while on travel status, may be approved in accordance with the Policy Governing Official University Entertainment;
2. Travelers are required to use their corporate travel card to obtain travel advances, if the card includes such a feature. Reasonable fees charged for obtaining a cash advance using a corporate travel card are eligible for reimbursement;
3. Reimbursement is allowed for the cost of meals and lodging, parking, mileage, taxis, buses, etc. while in transit, provided the total amount does not exceed the cost of airfare (based on the lowest restricted coach-class fare provided by a standard commercial air carrier) plus transportation costs to and from the terminals;
4. Reimbursement of additional lodging, car rental, meals and incidental expenses incurred when a traveler extends a trip, e.g., a Saturday night stay, is allowed provided such expenses do not exceed what the University would have paid had the trip not been extended;
5. Service charges for tickets lost by a traveler may be reimbursed, provided such occurrences are infrequent. Charges for reticketing, schedule changes, etc. are reimbursable for a valid business reason. The reason for the charge must be shown on the travel expense voucher;
6. To be eligible to use the optional rate, the traveler must certify in a statement submitted with the travel expense voucher that he or she has incurred a higher level of costs in operating the vehicle. Such costs include the cost of gasoline, gasoline taxes, oil, tires, maintenance and repairs, insurance, registration fees, garage rent, depreciation, etc. The cost components related to the operation of the vehicle must be identified on the statement submitted with the travel expense voucher;
7. The nonforeign locality per diems are authorized for travel of less than 30 days within Alaska, Hawaii, and United States possessions;

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J.W. PELTASON  
President

V. WAYNE KENNEDY  
Senior Vice President—  
Business and Finance

OFFICE OF THE PRESIDENT  
300 Lakeside Drive  
Oakland, California 94612-3550

Date: December 15, 1994  
Re: Bulletin No: BUS-65  
Pages: ALL  
Action Taken: Revision

## BUSINESS AND FINANCE BULLETIN ADDRESSEE

Directions: Please remove the existing version of Business and Finance Bulletin BUS-65, Guidelines for University Mail Services, dated October 1, 1974 and replace it with the attached revision dated December 15, 1994.

Remarks: This Bulletin has been revised:

1. To delete reference to operating requirements which are now the responsibility of the campuses to establish;
2. To update the reference list, department names, and appropriate titles;
3. To update the guidelines to reflect operation changes and legal requirements; and
4. To delete material which is no longer applicable and/or appropriate.

  
Ross Smith

Attachment