The Mail Room is in the **Facilities Services Building** located at 175 West Mark Street.

**Manager:** Christine Hansen  
507.457.5055

**Hours:** Monday – Friday  
8:00 a.m. – 4:30 p.m. (year round)

**Mail Room Email Address:** mailroom@winona.edu

It is the Mail Room’s goal to deliver all incoming mail to departments before noon, Monday through Friday. Since the volume of mail and packages fluctuates on a daily basis, the Mail Room cannot guarantee morning delivery to all departments.

Outgoing US Post Service (USPS) mail leaves the Mail Room at approximately 3:00 p.m. each day.

Winona State University has the following permits with the USPS. Because WSU maintains these permits, postage and postage stamps are **not a reimbursable item for any campus department or organization**.

- Permit #232-001 – business reply
- Permit #192 – bulk mail [please call ext 5055 for details]
- Permit #95078-000 – postage due

**Personal mail:**
- should **NOT** be sent to the WSU Mail Room
- should be placed in USPS drop boxes
- we will **NOT** accept responsibility for personal mail routed to the WSU Mail Room
- should **NOT** be addressed to Winona State
- should **NOT** be metered with University postage

Outgoing international mail should be identified as such by **wrapping** a rubber band around the envelope.

Mail that is pre-metered by a department must be mailed the same day it is metered or it will be denied by the USPS.

It is difficult to pick up a lot of extra mail while on the normal mail route. If you have more than the normal amount to be picked up, please call (#5055) or email ([mailroom@winona.edu](mailto:mailroom@winona.edu)) the Mail Room for a special pick up.

The following envelopes are available from the campus Mail Room. Departments will be charged for these envelopes. Use the Central Stores Office Supplies form to order envelopes.

- Size #10 (small) WSU return address envelopes – regular
- Size #10 (small) WSU return address envelopes – window
- **NOTE:** Departments will be charged for the cost of both of these #10 envelopes AND for the cost of 1st class postage on the same day the envelopes are purchased – no exceptions! For example – if a department purchases a box of 500 #10 envelopes on January 1st, they will be charged for the box of envelopes AND for 1st class postage on those 500 envelopes on January 1st.

- If errors are made on envelopes while addressing them and they cannot be used, the envelopes may be returned to the Mail Room for postage credit only. No credit will be given for the cost of the envelope.

- #10 envelopes must have the proper WSU seal and return address printed on them.

- A department return address on MUST be on ALL envelopes. If there is none, the envelope will be opened to determine where to charge the postage. This takes time, delays delivery, and ruins packaging.

- Departments wanting return information printed on the envelopes should contact the Publications Office (#5025). The Mail Room receives the envelopes after they are printed; charges the department for the envelopes AND postage; and delivers the envelopes to the department. Please plan accordingly for the amount of envelopes the department needs. The Mail Room will not credit departments for envelopes or postage when the department orders excessive amounts of envelopes they don’t need or cannot use.

- If the postage is to be charged to a special departmental cost center, please note the cost center number on the envelope/package.

- Mailing charges for large envelopes and/or boxes will be charged back to the appropriate cost center on the day of the mailing.

- Unsealed envelopes are easier for Mail Room staff to handle. The postage meter machine only accepts envelopes with the flaps down, so please send them to the Mail Room that way.

- Sealed envelopes can be sent to the Mail Room; but they should be kept separate from unsealed envelopes.

- **Size #10 (small) WSU Business Reply envelopes**

  - **NOTE:** Departments will be charged for the cost of the envelopes only. The cost of 1st class postage will be charged to the departments as the business reply envelopes are returned to campus. For example – if a department orders 500 WSU Business Reply envelopes, the department will be charged for the envelopes. Departments will then be charged for 1st class postage each time WSU customers return the business reply envelopes.
• Size #10 (small) intercampus envelopes
  o All intercampus mail should be addressed with a NAME and DEPARTMENT ONLY –
    building and room numbers are NOT used in the sorting process.

• 9-1/2 ”x12” (large) intercampus envelopes

The following items are also available from the campus Mail Room. Send an email to:
mailroom@winona.edu to request any of the items.

• Paper
  o Printer Paper -- departments will be charged for printer paper
  o Copy Machine Paper - departments are not charged by the Mail Room for copy machine
    paper; charges for this paper are generated by the Business Office

• 1400 Form WSU/MnSCU Request for Purchase – no charge to department; we encourage WSU
  employees to use the online form.

• Central Stores Office Supplies Form [use this form to order envelopes, forms, and paper from the
  Mail Room] – no charge to department