University Mailing Services is moving

University Mailing Services is moving to make way for OSU’s New Frontiers Agricultural Hall. The last day UMS will be open in its current location is May 19. UMS is expected to open May 25 at 601 N. Willis St., just off Hall of Fame near OSU Facilities Management. A portion of what was Warehouse 5 has been renovated and customized into a mailing center. The building was renamed University Mailing Services at the April 23 meeting of the OSU/A&M Board of Regents.

Renee Smith, director of Facilities Management Business Operations, said the new location will provide several benefits.

“We are excited about this new, permanent location,” she said. “The location will be easier to find, especially for our large off-campus student population and the Stillwater community. There will also be more parking and it will reduce congestion in the heart of campus.”

University Mailing Services is a Certified Postal Unit. It provides all the same services as a United States Post Office and can pick up and deliver mail, both personal and business, in the 74077 and 74078 zip codes. UMS also has access to other carriers such as UPS, FedEx and DHL. UMS can provide customers with the best price for shipping from those providers, at the university’s contracted price, and UMS carries their shipping supplies.

“This allows us to be your one-stop shop, whether it’s for your personal mail, professional mail or for your shipping needs,” Smith said.

University Mailing Services tailors service for employees and students. University addresses are typically designated by building name and not by street, unlike off-campus addresses. Many buildings on campus are inconvenient to access from a road, and addresses can be difficult to find for anyone not familiar with campus.

“We serve as a level of protection for our university,” said Darren Stormont, manager of Procurement Services. “We scan each package when it arrives on campus and then again when it’s delivered. If there’s a mishap — say, if a student has moved to a different residential life building — we can look up student addresses because we are employees of the university. We retrieve the package and redeliver to make sure our students and employees get their packages as quickly as possible.”

For students and employees, UMS also offers outbound business package invoicing to departmental funds and outbound personal package invoicing to bursar accounts or personal credit cards. UMS staff also protect the campus community by monitoring for suspicious mail and parcels, involving the OSU Police Department when necessary.

As a Certified Postal Facility, UMS provides the following services to OSU and Stillwater on behalf of USPS:

- Post Office box rentals
- Selling postage stamps in books or rolls. The University Store in the Student Union is working with UMS, and books of stamps are available for purchase. There is a mail drop box just outside the University Store for mailing convenience as well.
- Providing USPS mailing information
- Confirmation services including certified and registered mail.
• Passport application processing
• Free consultation on federal regulations when sending hazardous goods
• Shipment hold requests — hold at UMS for pick-up