

*To meet UMS performance standard, all Accountables Mail, such as/but not limited to, Certified Mail, Priority Mail, Express Mail and Registered Mail, must be delivered to USPS personnel daily.

# of Opportunities	# Completed
21	21

*To meet UMS performance standard, Student Personnel hours shall not exceed 40 hours total, per week.

# of Hours Budgeted	# Worked
168	156

*To meet UMS performance standard, USPS form 1412A, 1412B and UMS Audit Report, must be completed for all tellers each business day.

# of Opportunities	# Completed
21	21

*To meet UMS performance standard, inbound mail must be sorted into the Rental Mail Boxes twice daily.

# of Opportunities	# Completed
42	40

*To meet UMS performance standard, internal weekly audits must be completed by Friday at 12:00pm.

# of Opportunities	# Completed
4	4

Total number of walk up customers.

	307
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Total number of Postal Money Orders sold.

	8
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Total number of current Mail Box Rentals.

	26
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*Explanation of UMS performance standards for Student Union Post Office.

Jan. 15

Level of Service

100.00%

Level of Service

92.86%

Level of Service

100.00%

Level of Service

95.24%

Level of Service

100.00%