

# 1 **Mail Services**

2 Effective: Moved to Policy Library from UPM 12.6(1)

3 Contact: [Postal and Parcel Services](#)

## 4 **Introduction**

5 Iowa Code, Section 721.2.5, prohibits use of university Postal and Parcel Services for any private  
6 purpose or personal gain.

## 7 **Policy Statement**

8 Only official university business papers and packages may be transmitted via Postal and Parcel  
9 Services. Personal mail or items that are not university business should be sent to the individual's  
10 home address.

## 11 **Resources**

### 12 **Links**

- 13 • [Postal and Parcel Services](#)
- 14 • [Iowa Code 721.2.5](#)