Office Support Services (OSS)

Staff

Barb Dobie,
Deanna LaHaise and
Tammy Trcka

Hours of Operation

Monday through Friday
7:30 A.M. - 4:00 P.M.

Questions?

If you have any questions, please call:
Tammy Trcka at 389-2173
or
Email: tamara.trcka@mnsu.edu

Location:

We are located at 228 Wrecking Center. North side of building next to the Security Office.

A member of the Minnesota State Colleges and Universities System and an Affirmative Action/Equal Opportunity University.

This document is available in alternative format to individuals with disabilities by calling Postal Services at 507-389-2173 (V), 800-627-3529 or 711 (MRS/TTY). POST03BR_0116

www.mnsu.edu/oss/
Sending Out Department Mail

Use the following guidelines:

- Make sure your account number is on the mail piece or you have an account card attached with your mailings.
- Separate each account into separate bundles.
- Separate outgoing mail into these categories: (mail tubs are marked and provided)
  - Intra-campus
  - Mail that needs postage
  - Pre-stamped
- Use respective mail cards for mail that needs special service. (i.e. certified, priority)
- All flaps of envelopes must be down.
- All mail must have a Minnesota State Mankato return address. No personal return addresses on mail being charged to a department.

Return Address Format

Use the following return address format on all outgoing mail:

Department or Person’s name
Minnesota State University, Mankato
Department’s mailing address
Mankato, MN 56001

No Personal Mail

University Address For Business Only

Do not use Minnesota State Mankato’s or your department’s address for your personal mail or packages. We are not responsible for this type of mail. Mail that has a Minnesota State Mankato address cannot be forwarded. If you don’t have a local address, a box can be rented from the local U.S. Post Office.

Mail Delivery and Schedule

For mail schedules check the following web site:
www.mnsu.edu/oss/html/deliveryschedule.html

Intra-Campus Mail

When sending mail through intracampus please be sure that the receiver’s name, department and MAIL CODE is on the envelope. Do not use “OFFICE CODE”

Special Services

Express Mail (Overnight)
Certified Mail
Priority Mail
International Services
Return Receipt

Bulk Mail

Bulk mail differs from first class in price (a lower rate) and time (allow an extra 7 to 10 days). A bulk nonprofit mailing can result in savings of 30-60 percent over first class rates. Mailing over 200 pieces may qualify for nonprofit bulk rates. Please call Tammy Trcka at 507-389-2173 to see if your mailing qualifies for the nonprofit bulk rate and get specific requirements of a nonprofit bulk mailing.

U.S. Postal Service guidelines require that all bulk mailings have the addresses verified and assigned a barcode by specific software. Office Support Services has this software to automate your mailing, which gives you the best bulk mailing rates.

Save Money…
Use Office Support Services (OSS)

We can automate your mailing and give you the best postal rates for your bulk mailings.

Call OSS at 507-389-2173 for prices and information. Visit our website at www.mnsu.edu/oss/

Express (Overnight) Mail

Express Mail needs to be to Minnesota State Mankato Postal Services Office, WC 228 by 1:00 P.M. to guarantee next day delivery.

All mail leaves campus at 1:30 P.M. each day.

Personal Packages

Do not have your personal packages delivered to or sent from Minnesota State Mankato or your department address. We are not responsible for your packages.