



Post Office Box Rental Fee Schedule

Student	\$10.00 Semester
Student	\$25.00 Annual
First-Time Student	\$10.00 Summer Only
*Faculty/Staff & Organizations	\$30.00 Annual
Departmental Boxes (Large)	\$100.00
Departmental Boxes (Small)	\$50.00
First-Time Non-Refundable Deposit	\$25.00
Replacement Key	\$10.00

Post Office Box Rental Payment Details

Student mailbox rental fees are paid to the Cashier's Office on the 1st floor of the Sutton Administration Building. Faculty and Staff can pay the mailbox rental fee at the Cashier's Office or by payroll deduction at the Human Resources department on the 3rd floor of the Sutton Administration building. The receipt from the Cashier's Office or a completed Human Resources payroll deduction form must be given to the University Post Office as proof of payment.

All departmental mailbox fees can be paid by completing an Interdepartmental Invoice form. Campus organization mailbox fee can be paid at the Cashier's Office on the 1st floor of the Sutton Administration Building or by completing an Interdepartmental Invoice form. If paying at the Cashier's Office, the receipt must be given to the University Post Office as proof of payment. The Interdepartmental invoice form can be found here: <https://www.mvsu.edu/office-of-the-president/vice-pres-fiscal/forms>

*Box rental fees for Faculty, Staff and Organizations are due July 1st of each year. If payment is not received by the 15th day after the due date, the PO Box service will be terminated, incoming mail will be returned to sender, and a handling fee of \$10.00 will be charged to re-open the box.