



The University Post Office is a substation of the United States Post Office. You can receive and send mail at the University Post Office. **IN ORDER TO RECEIVE MAIL AND PACKAGES ON CAMPUS YOU MUST RENT A PO BOX!!** Anyone who does not rent a campus mail box will not be able to receive mail on the campus of Mississippi Valley State University. **MAIL BOX SHARING IS PROHIBITED!**

Mailbox rental fees can be paid at the Cashier's Office on the 1st floor of the Sutton Administration Building. Once payment has been made, the receipt should be taken to the Post Office located in the Student Union as proof of payment in order to receive mailbox information. See the Box Rental Fee Schedule below.

Post Office Box Rental Fee Schedule

<i>Student</i>	<i>\$10.00 Semester</i>
<i>Student</i>	<i>\$25.00 Annual</i>
<i>First-Time Student</i>	<i>\$10.00 Summer Only</i>
<i>Faculty/Staff & Organizations</i>	<i>\$35.00 Annual</i>
<i>Departmental Boxes (Large)</i>	<i>\$110.00</i>
<i>Departmental Boxes (Small)</i>	<i>\$60.00</i>
<i>First-Time Non-Refundable Deposit</i>	<i>\$25.00</i>
<i>Replacement Key</i>	<i>\$10.00</i>
<i>Lock Replacement</i>	<i>\$30.00</i>

The Post Office offers products such as stamps, envelopes, priority mail, express mail, etc. **THE POST OFFICE ACCEPTS CASH ONLY.**

PACKAGE DELIVERY

All UPS, DHL, & FedEx packages delivered to campus by 2pm can be picked up in the Post Office between 3:15pm-4:30pm Monday-Thursday and between 3:15pm-3:45pm on Friday. Packages delivered to campus after 2pm will be available for pick up the following business day. **YOU MUST HAVE A PO BOX TO RECEIVE PACKAGES AND MAIL ON CAMPUS!!**

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 should be taken 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 should be taken 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.

Mailbox Lock Replacement

Any customer that damages the lock to a mailbox is required to pay a \$30 fee to have the lock replaced. A customer that wishes to change the mailbox lock for whatever reason, the fee is \$30. Payment should be made at the Cashier's Office located on the first floor of the Sutton Administration Building. Once payment is made at the Cashier's Office, the receipt should be taken to the Post Office located in the Student Union for proof of payment. Departmental representative can make a payment by completing an Interdepartmental Invoice and should make sure that the Post Office has received their completed form. The Interdepartmental Invoice can be found here on the website: <https://www.mvsu.edu/office-of-the-president/vice-pres-fiscal/forms>

If you have any questions, feel free to contact the University Post Office at (662)254-3537