

TO: IU Bloomington Departments
FROM: IUB Mail Services
RE: Deposits/Change Orders via Accountable Mail
DATE: February 2014

The Mail Service department operates an accountable mail courier route which picks up cash deposits from academic and administrative departments on the Bloomington campus to be delivered to their deposit location. The Courier Route is designed to transport cash/checks to the Bursar and IU Foundation for deposit. Using the "Other" delivery option transports cash/checks from one department to another. Auxiliary units will continue to use IUPD for this activity since their deposits are much larger. To schedule a pick up please complete the following:

1. Visit the Mail Services website, www.mailsvc.indiana.edu, then select "Accountable Mail Authorization" under the "Authorization Forms" tab.

Click on the "Request Pickup."

- A. Complete the form making sure to include information for each field, including phone number, backup contact, and additional email. This is necessary to insure that the courier can make the pickup and contact you or a colleague in case of any problems. All fields must be completed or the request will not be entered. Do not write requests to the courier in the note section as they do not receive that information. Instead send an email to iuemail@indiana.edu. This includes time constraints, bag requests and cancellations, and other persons designated to sign for the bag.

Click the "Submit Request" button.

- A. A confirmation page will appear with a tracking number. Please do not print out the delivery label, instead write on the bag with a sharpie pen the tracking number and the destination. Seal the bag by removing the white paper strip and folding the green adhesive tape to the back. Do not try to lift it back up to adjust as yellow letters will appear indicating the bag has been tampered with. The courier will be happy to demonstrate.

A request made by 4:00pm will be picked up the next business day. If your request is entered after 4:00pm the pickup will be delayed to the second business day.

PLEASE keep your "Customer Authorization Information Form" updated so that we can keep our records up to date as to who is authorized to sign for your department. To request the form or if you have any other questions or concerns please contact Mail Services at 855-3503 or email iuemail@indiana.edu.

Please update your "Accountable Mail Authorization" forms Annually or as often as needed when new staff members are added or removed in your organization. This will allow us to have the most current and up to date information for auditing purposes. The form can be requested at any time by sending an email to iuemail@indiana.edu and can be sent thru campus mail addressed to Mail Services, 2931 E 10th.