

IMPORTANT

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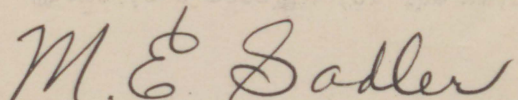
ANNOUNCEMENT TO ALL EMPLOYEES OF TEXAS CHRISTIAN UNIVERSITY

August 8, 1950

Texas Christian University has purchased and installed a machine for **METERED MAIL**. This machine makes it possible to print directly upon letters and all other items to be mailed the correct amount of postage. The machine has been set up in the **MAILING ROOM** which is in the basement of the Administration Building, first door south of the dining room.

Beginning on Thursday, August 10th, 1950, the following procedure should be followed:

1. All mail (except personal mail) should be either dropped in the slot of the door in the mailing room (a sign with directions is placed there for your guidance) or placed in a box in the mailing room, which is provided for that purpose. **ALL MAIL** will be weighed, metered (sealed if desired) and mailed as usual in the TCU Post Office on the regular mailing trucks at the regular mailing hours. **THERE WILL BE NO DELAY** in mailing.
2. **NO PERSONAL MAIL WILL BE METERED.** There is a penalty for the private use of institutional metered mail.
3. Regular Mail will be sent as first class unless otherwise directed. Air Mail should be so marked.
4. Each department will need to keep its mail separate until after it is metered. This is necessary inasmuch as the one doing the metering will keep an accurate account on a form for the purpose of determining the amount of postage each department uses. This will be done by reading of the meters on the machine before and after using. A large brown manila folder—which may be used any number of times—marked "outgoing mail" could be used.
5. Any questions concerning the details of the mailing process should be directed to the person in charge and not to the students working in the mailing room.
6. After September 15th, 1950, a full-time person will be in full charge of the mailing room, from 8 o'clock in the morning until 4:30 in the afternoon. Until that time Mrs. Morgan in the President's office will be responsible for the Metered Mail.


M. E. Sadler, President
Texas Christian University