

MCINTOSH TRAIL
COMMUNITY SERVICE BOARD

POLICY NO. 1414
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SUBJECT: POSTAGE

EFFECTIVE
DATE: 04-05-11 (replaces 04-04-08)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

It is the policy of the McIntosh Trail CSB that postage will be used solely for official agency correspondence.

PROCEDURE

All official correspondence will be mailed using the most cost effective means available. Under no circumstances will agency postage be used for an employee's personal correspondence.

Each facility or Program Director will be responsible for insuring compliance with this policy. Any employee found to be in violation will be required to reimburse the Center for the cost of postage used for personal correspondence. Disciplinary action will be taken in accordance with Department guidelines.