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## ADMINISTRATIVE REGULATION AND PROCEDURE

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Title: POSTAL CHARGES

Code: BB1000

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Policy Reference: N/A

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Postal charges for business of the district will be billed to the cost center identified in the return address of all outgoing mail.

Mail without proper cost center identification will not be accepted by the mailroom.

### Instructional Departments

Teachers using the mail service for school business will forward mail to their instructional deans' or campus team leaders' offices where the proper cost center number will be affixed. The mail will then be forwarded to the mailroom.

### Non-instructional Departments

Employees using the mail service for school business should place the appropriate "cost center" number above the return address if the department is not identified in the return address. (If unknown, the cost center number can be obtained from the Business Office.)

*Office of Responsibility: Administrative Services Division - Mailroom*