


LAPEER COUNTY COMMUNITY MENTAL HEALTH**Date Issued 03/15/2006****Date Revised 07/29/11; 01/25/19**

CHAPTER Fiscal Management	CHAPTER 06	SECTION 002	SUBJECT 35
SECTION Accounting		DESCRIPTION Postage	
WRITTEN BY Michael K. Vizena, M.B.A. Executive Director	REVISED BY Mandi Brace Executive Secretary		AUTHORIZED BY  Lauren Emmons, ACSW CEO

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers			

POLICY/STANDARD:

Lapeer County Community Mental Health will follow practices which provide the most cost effective method of operation. This policy outlines how postage will be handled.

PROCEDURES:

Most correspondence being sent from Lapeer County Community Mental Health will be sent in pre-stamped envelopes. A supply of postage stamps will be purchased and available for use on large envelopes or letters requiring additional postage. Postage stamps are inventoried and the supply replenished as needed.

In the event a stamped, self-addressed envelope is needed to facilitate the return of materials from others, a pre-stamped envelope may be enclosed with the letter or questionnaire being sent. SASE (self-addressed stamped envelope) will be noted on the outside envelope.

Outgoing mail should be placed in the designated area in the mailbox unit in the receptionist's area by 9:00 a.m.

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The designated clerical staff will sort and count the pieces of out-going mail, weigh those pieces requiring more than the normal first-class postage and add the necessary postage. The designee will record the number of pieces of mail and the amount of postage used for the day.

At approximately 9:30 a.m. daily, the designee for that day will place mail in the outside mailbox for the postal carrier to pick up. At approximately 3:00 p.m. daily, the designee for that day will deliver any outgoing mail that needs to be taken to the post office. This same person will deliver inter-county mail from CMH to the County Complex and pick up inter-county mail from the County Complex and return it to CMH. Inter-county mail between the Maple Grove building, Harmony Hall and the main building is picked up and delivered by a designee from the Harmony Hall program every afternoon.

AB:mgr

This Policy supersedes
#03/06013 dated 03/15/2006.
