



Enriching Lives & Connecting Communities

Postage

Administration
Policy No. 9040

Revision Date: December 16, 2013

Policy Statement

Richland County Recreation Commission maintains a U.S. postage machine located in the main office. All mailings should be mailed from the main office using metered postage. Stamps will be available in emergency situations such as when the postage machine is not operable

Guidance:

1. The Receptionist, and Executive Assistants are authorized to use the postage machine.
2. Employees will not be allowed to purchase postage from the postage machine for personal use. All postage on the meter must be business postage.
3. The postage machine will remain locked when not in use.
4. The Receptionist will be responsible for monitoring the postage on the meter and requesting a check for the purchase of additional postage and/or replenishing the postage machine electronically. At no time should the postage meter be allowed to run below \$10.00.
5. A small supply of postage stamps will be kept on hand for emergency use. These stamps can be requested from the Receptionist.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 16, 2013
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact the Executive Department