

TO: ALL COUNTY PERSONNEL
FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR
PREPARED BY: PURCHASING DEPARTMENT
SUBJECT: POSTAGE FOR COUNTY DEPARTMENTS LOCATED IN
THE GOVERNMENTAL CENTER AND THE JUDICIAL
CENTER
PPM #: CW-L-003

ISSUE DATE
July 10, 2019

EFFECTIVE DATE
July 10, 2019

UPDATES:

Future updates to this PPM are the responsibility of the Director of the Purchasing Department.

PROCEDURE:

All County Departments located in the Governmental Center and the Judicial Center shall have their outgoing mail processed through the postage machine in the mail room, which is located on the first floor of the Governmental Center. Postage charges for outgoing County mail shall be paid from the County's general revenue fund.

County Departments not located in the Governmental Center or the Judicial Center shall purchase postage in accordance with PPM # CW-L-035, Direct Payments for Goods and Services.


VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. Administrative Order #1 - 8, dated 5/4/76
2. PPM# CW-L-003, effective 7/1/1988
3. PPM# CW-L-003, effective 8/31/1995
4. PPM# CW-L-003, effective 8/31/2006
5. PPM# CW-L-003, effective 10/30/2009
6. PPM# CW-L-003, effective 8/13/2014