


# PROCEDURE MANUAL

 <p>LOUISIANA <b>DELTA</b> COMMUNITY COLLEGE</p>	Procedure FN_102		
	Page 1 of 1		
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Section		Subject	Postage Management Policy

## PURPOSE

Louisiana Delta Community College requires the use of the United States Postal Service (USPS) for a variety of correspondence purposes with students, vendors, other agencies, etc... As such it is necessary to establish a control on the management of postage machines or stamps on the various campuses of the college and maintaining an adequate inventory for the college's use.

## 1. Management

Each campus (Campus Director-or designee along with the agreement of the Comptroller) will determine what postage needs is anticipated for a given fiscal year and from this decide the optimum postage system for meeting that campus' needs; either by renting a machine or by ordering stamps depending on the volume of output determined is necessary.

**Two individuals will be assigned the task of managing postage on each campus—the** Campus Director will determine who will be assigned to managing the postage for the campus.

These assignees will be responsible for

- Keeping postage inventory (credit on machines, or stamps) up to levels needed by the campus so that there won't be a shortage.
- Creating a reasonable system to get mail posted and sent out.
- Managing the daily use of postage so as to spoil any misuse of inventory.
- Reconciling at the end of the year with the Comptroller's Office to determine end of year inventory numbers and to determine the use of postage was done in a reasonable and equitable manner.