

BUSINESS SERVICES

PURCHASING

U.S. MAIL AND PONY

A. U.S. Mail

1. All incoming U.S. mail shall be sorted in the district's centralized mailroom and dispatched to the appropriate school and department via intra-district delivery (pony).
2. Outgoing U.S. mail shall be sent to the district's centralized mailroom for processing. All such mail must be bundled and identified with the department or school name to be charged. Mail not received in this manner will be returned to the school or department of origin.

B. Pony Mail (Intra district)

1. Pony mail shall be delivered to and picked up from each school and department daily.
2. Only authorized (administration approved) publications shall be delivered by pony mail.

Legal Reference: None

Revised: March 29, 1988