



POLICIES AND PROCEDURES MANUAL

SUBJECT Mail	DEPARTMENT Purchasing Communications		DEPARTMENT IDENTIFICATION 200	
	SECTION 1501 203	PAGES 1- 32	EFFECTIVE DATE 1/1/82	REVISION DATE Upon CC Adoption

1.0 PURPOSE:

To describe the procedures followed by the ~~Purchasing/Central Services~~ Communications Division-Department and other City departments in regard to mail.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions, and City employees.

3.0 POLICY:

It is the policy of the ~~Purchasing/Central Services~~ Communications Division-Department to follow a uniform set of procedures in regard to the pick-up and distribution of mail.

4.0 REFERENCES:

None

5.0 PROCEDURES:

(1) RESPONSIBILITY

The ~~Purchasing/Central Services~~ Communications Department ~~Division~~ shall be responsible for administering the pick-up and distribution of mail to City departments.

(2) GENERAL POLICIES

(a) The ~~Purchasing/Central Services~~ Communications Division-Department is responsible for the pick-up and distribution of mail to and from all City departments, with the exception of the Health Department, Public Library, Police Department and Fire Department. All outgoing City mail is picked up by the Purchasing/Central Services Division by 4:00 p.m. Mail that needs to go out after 4:00 p.m. shall be brought directly to the ~~Purchasing/Central Services~~ Division-Communications Department office. The ~~Purchasing/Central Services~~ Division's ~~Communication~~ Department's mail room employees sort, weigh and affix the proper postage amount to City mail.

(b) For the purpose of assigning postage costs to the proper departmental account, each department is assigned an administrative account number. Some particular programs are also assigned administrative account numbers. If mail is to be charged to an account other than the regular department account, the proper account number should be given on a note attached to the mail awaiting pick-up.

(c)——_Parcels of large size should be brought directly to the ~~Purchasing/Central Services Division~~Communications Department office for mailing.

(d)——_The ~~Purchasing/Central Services Division~~Communications Department makes all necessary arrangements when large or heavy items must be shipped by freight. The ~~Purchasing/Central Services Division~~Communications Department ~~makes arrangements~~arranges for shipping with trucking firms.

(e)——_The ~~Purchasing/Central Services Division~~Communications Department will receive all incoming mail, sort it by department and deliver it. Personnel are requested not to come to the mailroom to pick up their mail early as it is a disturbing influence on mail personnel and only serves to delay other's mail.