

10.05 Mail

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to ensure prompt, accurate processing of incoming and outgoing correspondence.

Procedure:

Incoming Mail

In order to process incoming mail quickly and accurately, the following steps will be completed:

1. An assigned support team member will arrive at the post office no later than 8:00 a.m., Monday through Friday (except holidays). In the event of his/her absence, a support team member will be temporarily appointed.
2. Mail will be brought back to the administration office, opened as necessary, sorted and disbursed appropriately. The CEO/President, or other designated employee outside of the Finance Department, shall receive all bank statements UNOPENED, review, and sign the statement before forwarding to the Director of Finance for reconciliation as per Policy & Procedure 11.28, *Reconciliation Policy & Procedure*.
3. Any mail that is confidential in nature will be delivered directly to the recipient by authorized staff. Locking bags will be utilized to transport mail and interoffice correspondence to and from work sites.
- 3 All checks will be logged by the Support Specialist and then delivered to a Financial Specialist. (Refer to Policy & Procedure 11.08, *Receipt of Cash/Checks*, for complete procedures.)

Outgoing Mail

In order for outgoing mail to be processed accurately and timely, the following steps will be completed:

1. All envelopes must be addressed legibly.
2. Only the support team may use the postage meter. All outgoing mail should be dropped in the "mail to be posted box" by 3:00 p.m. daily. An assigned Support Team member will meter all mail.
3. The Office Manager will use the postage by phone service to increase postage when necessary.
4. The Director of Finance will prepare a check to be mailed to the United States Postal Service for the postage by phone service.
5. A member of the support team will take the outgoing mail to a postal box Monday through Friday before 5:00 p.m.

6. When transporting both the bank deposit and the mail, the bank deposit should be delivered before the outgoing mail.