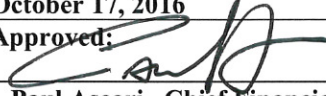





**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 2048	Stamps/Postage Meter
Origination Date: May 1997	
Revision Date: March 2004; April 14, 2006; July 2, 2012	
Reviewed Date: February 2005; June 22, 2007; Nov 19 2009; June 2011; July 21, 2013; October 15, 2014, October 17, 2016	
Approved:	
 Paul Ascari, Chief Financial Officer	 Bryan G. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas Community Services Board that postage will be provided for business use.

PROCEDURE:

1. The Accounting Office is responsible for purchasing postage and ensuring that there is an adequate supply for business needs.
2. A postage meter is located in the following locations: Administration, Cobb Outpatient Services, Douglas Outpatient Services, and the Stabilization Unit.
 - a) Designated staff at each site is responsible for checking the balance on the meter and submitting a requisition for additional postage when appropriate.
 - b) Site staff is responsible for securing the postage machine, by locking the machine according to the machine's security mechanism (key or digital code).
3. Other program sites may submit an approved requisition requesting a check made payable to U.S. Postmaster for the purchase of stamps.