

POSTAGE

Postage stamps must be locked in a safe and secure location. For facilities using postage meters, access to the meter must be controlled.

Each archdiocesan organization, parish, or school should consider the purchase and use of a third class or non-profit bulk mailing permit. Bulk mailing permits require a minimum pre-deposit at the post office. However, the savings could be substantial. Contact the U.S. Post Office for information regarding the details of purchasing these permits.

The use of a bulk mailing permits and/or regular postage stamps should be allocated to organizations according to use.

Postage stamps and postage meters should be used for business use only.