

POSTAGE PAID BY  
THE DISTRICT

The District will only pay postage for the following outgoing mail in standard envelope size and weight:

1. Accounts Payable
2. Legal Notices
3. Purchases Orders
4. Testing Notices
5. Safety Issues
6. Parental Notices (related to instruction)

All other mail will be returned to the originating campus or department to be mailed by the campus or department. Postage for report cards and progress reports will be billed to campus administrative supplies account.