Village Policy: AD-7

Date Acknowledged: October 15, 2008

POLICY TITLE: Postage Machine Usage by Employees

POLICY STATEMENT: The postage machine is available for personal use given that for each piece of mail stamped, the employee pays the postage amount.

Postage machine usage will be based on the honor system. Payments shall be provided to any of the front office staff.

Acknowledged this _____day of _____, 2008.

_____

Village Administrator

_____

Executive Director