

**VENTURA COUNTY OFFICE OF EDUCATION**

**SUPERINTENDENT POLICY NO. 3522**

**ADOPTED: 02/14/96**

**CLASSIFICATION: General Administrative Policies**

**REVISED: 05/05/08**

**SUBJECT: Mail Services**

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When possible, VCFAST delivery service shall be utilized for dispatching materials to local schools and school district offices. A schedule of deliveries may be obtained from the Business Services Department.

Personal mail shall not be directed so that it will be delivered to the County Office of Education, nor shall it be included with the official outgoing mail to be picked up by the County Mail Room employees.

The Bulk Mail permit may not be used to mail items for any organization or entity other than County School Service Fund.

The County of Ventura provides an inter-agency delivery service. This is to be utilized for directing mail to other "County Departments." It cannot be utilized to direct mail to schools or other agencies.