



## **POSTAGE**

Postage stamps must be locked in a safe and secure location and access to postage meters should be monitored.

Parishes sending out regular mailings should consider the purchase and use of a third class bulk mailing permit. Bulk mailing permits require a minimum pre-deposit at the post office. However, the savings could be substantial. Please contact the U.S. Post Office for information regarding the details of purchasing these permits.

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