

## PATHWAYS ABILITIES SOCIETY

### **POLICY: MAIL**

**Applies to:** All Personnel

Original Approval Date: September 19, 2005

Date Board Approved: January 28, 2013

Replaces Policy Dated: September 12, 2011

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Board Member's Signature

### **POLICY**

The executive director is responsible for the receiving, opening, and distributing the mail. The executive director may delegate this responsibility to another staff that is not a member of the finance department. Accounts payable transactions are separated and placed into the accounts payable file and the remainder of the mail is forwarded for distribution.