

STATE MAIL ADVERTISING

Policy EC-02

PURPOSE

Central Mail Services has the capability to use advertisements on metered mail and will do so according to these requirements.

POLICY REQUIREMENTS

- A. Approval for all advertising must be granted by the Commissioner of the Bureau of Administration.
- B. If permission is granted, the Deputy Commissioner will schedule the placement and length of time of the advertisement on the meters in Central Mail Services.
- C. Only state agency requests will be considered for placement of advertisements on the meters in Central Mail Services.
- D. Only two meters will be allowed to have advertisements on them at one time.
- E. A fee to cover the cost of the plate will be assessed by Central Mail Services to the agency requesting the advertisement.

POLICY INDEX

Scope:	Capitol Complex
Replaces Policy:	EC-96-2
Effective Date:	August 2008
Supersedes Version Written:	August 1995
Office of Primary Responsibility:	Central Mail Services

REVISION LOG

August 2008	Changed permitting authority in B to Deputy Commissioner
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