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