

<p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p> <p>Phone: 623-6421</p>	<p>Code: EGAB</p>
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MAIL AND DELIVERY SERVICES

Stamps are to be purchased from the petty cash account. Receipts for stamp purchases should be turned in to the Secretary Treasurer's office as part of the petty cash accounting procedure.

The Division shall operate an inter-school mail delivery service to facilitate the operation of the Division Office and the schools.

The person who handles the inter-school mail service shall be provided with a petty cash fund for use in paying parcel postage and other approved charges relating to mails.