



MAIL DISTRIBUTION

Responsibility: *Coordinating Superintendent, Business Services & Treasurer of the Board*

Legal References: *Municipal Freedom of Information & Protection of Privacy Act*

Related References:

Revisions:

Reviewed: *June 2016, October 2019*

1. Preamble

The following procedure outlines the services provided by the Distribution Services, along with guidelines and expectations for schools/departments wishing to utilize these services.

2. Procedures

2.1 Services provided by Distribution Services include:

- inter-office mail delivery and pickup;
- sorting and distributing Canada Post mail;
- coordination with internal and external courier services as well as training on online services (i.e. Purolator, Federal Express, UPS, Canada Post Mail, Registered Mail).

2.2 Schools/departments requiring these services are asked to email procurement-forms@wrdsb.ca; for services that will incur additional costs, such as courier services, please include the budget account number to be charged.. For more assistance please call Distribution Services, 519-570-0003, Extension 4452 or 4489.