



## The DIVISION OF FINANCIAL OPERATIONS

Has Published the Following Article

Which Appears in the

**June 9, 2009**

Edition of the Principal's Weekly Newsletter



### **INTEROFFICE MAIL SERVICE**

Deluxe Delivery will be providing extra interoffice mail service for schools beginning Monday, June 8, 2009 to better accommodate increased mail activity during this period.

#### **The schedule will be:**

Monday, June 8  
Wednesday, June 10  
Monday, June 15  
Wednesday, June 17  
Monday, June 22  
Tuesday, June 23  
Thursday, June 25

To avoid the end of year rush and ensure the timely delivery of all mail, schools sending student records through the interoffice delivery system must ensure the they are properly packaged and addressed. The final pick-up date for mail is Thursday, June 25, 2009.

There will be a Monday, June 29, 2009 final delivery of mail to schools. There will **not** be a mail pick-up on June 29, 2009.

There will be a once weekly summer school interoffice mail service beginning on Wednesday, July 1, 2009 and continuing each subsequent Wednesday through August 12, 2009.



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