

# Monterey County Office of Education


Leadership, Support, and Service to Prepare All Students for Success

Dr. Nancy Kotowski  
County Superintendent of Schools

District Advisory and Financial Services  
Finance and Business Services

Bulletin No. 12-009

**TO:** Chief Business Officials, Fiscal Directors, Business Managers

**FROM:**  Karen Deller, Director  
District Advisory and Financial Services

**DATE:** October 3, 2011

**RE: United States Postal Service Delivery**

We recently received notification that the United States Postal Service (USPS) is making structural and logistical changes to mail delivery systems and drastically reducing staff. These changes affect incoming and outgoing mail throughout Monterey County. We have experienced a dramatic slowdown in service as well as mishandling of mail. In addition to the slowdown, we have received mail that does not belong to us, which leads to the assumption that our mail might be delivered somewhere else. Because our agencies all routinely send and receive time-sensitive documents, we offer the following suggestions to manage potential issues:

- **PAYCHECK DELIVERY** – Slowdown of service and changes in hours due to staff reductions can potentially interfere with the timely delivery of paychecks. MCOE strongly recommends that districts encourage all their employees to sign up for Direct Deposit for automated transmittal of funds to their bank account.
- **DISBURSMENT OF PAYMENTS TO VENDORS** – After goods and services are received, please follow up with vendors for invoices; complications with the reliability of mail service could mean a lost or delayed invoice. Should a vendor complain about non-payments, we suggest district staff request a scanned copy of the invoice via email to forward to your accounts payable department.
- **IMPORTANT DOCUMENTS REQUIRING ACTION** – Be on the lookout for expected mail. Whenever possible obtain scanned copies of documents via email in addition to hard copies.
- **OUTGOING MAIL** – Allow ample time for delivery of time-sensitive outgoing mail. Whenever possible, scan and email documents to the recipients as a heads-up.

If you have any questions, please feel free to contact me at extension (831) 755-0376.