

## **DEPARTMENT OF NATURAL RESOURCES**

**FISCAL SERVICES POLICY NO.: 8**

**EFFECTIVE DATE: OCTOBER 26, 2020**

**SUBJECT: MAIL PROCEDURES**

**AUTHORIZATION: THOMAS F. HARRIS, SECRETARY**

### **I. POLICY**

It is the policy of the Department of Natural Resources (DNR) that all incoming and outgoing mail be handled promptly and appropriately by the proper staff.

### **II. PURPOSE**

To ensure that mail is routed in the most efficient manner by DNR staff in order to:

- Provide excellent customer service to internal and external entities;
- Record incoming revenue as quickly as possible in adherence to requirements imposed by the Louisiana Department of the Treasury; and,
- Maintain cost effectiveness in regards to postage.

### **III. APPLICABILITY**

This policy applies to all classified and unclassified employees, students, and contractual employees of DNR who are domiciled in the LaSalle State Office Building, Baton Rouge.

### **IV. PROCEDURES**

#### **A. INCOMING MAIL**

##### **1. FISCAL SERVICES/MAIL COORDINATORS**

Production Support Services (PSS) Mail Couriers arrive at the LaSalle State Office Building each day at approximately 8:15 AM and 1:45 PM. Fiscal staff who have been designated as DNR mail coordinators will receive automated emails when incoming mail has been delivered to the PelicanPOST intelligent parcel locker system and is ready for pick-up. Mail coordinators will retrieve mail from the locker system and return it to the twelfth floor to be sorted and placed into the appropriate bins for agency staff to retrieve.

Mail coordinators will also retrieve parcels delivered to the LaSalle Service Center. These parcels would have been addressed to DNR's physical address and delivered by the U.S. Postal Service. Any items retrieved from the service center will be brought to the twelfth floor, sorted, and placed into the appropriate bins for agency staff to retrieve.

For all incoming mail items retrieved by mail coordinators, envelopes will be opened and contents reviewed. Cash and checks received from customers or outside entities will be withheld and delivered to Accounts Payable staff for logging and subsequent delivery to Accounts Receivable for deposit. The only exception will be Gonsoulin Heirs payments submitted to the Office of Mineral Resources (OMR), typically received from Texas Petroleum Investment Company or Castex Energy Inc., which will be placed in the appropriate bin for retrieval by OMR staff. For checks logged by Accounts Payable staff, accompanying envelopes and documentation will be placed in the appropriate bins for agency staff to retrieve. Subsequently, scanned images of checks will be forwarded via email to agency staff.

## **2. AGENCY STAFF**

Each agency will be responsible for designating staff to retrieve incoming mail parcels from their designated bins on the twelfth floor.

## **B. OUTGOING MAIL**

### **1. FISCAL SERVICES/MAIL COORDINATORS**

Mail coordinators will review each mail bundle prepared and delivered by agency staff in a timely manner. Mail bundles will be delivered to the PelicanPOST mail vault at the appropriate times, twice daily, to be picked up by PSS Mail Couriers.

Review of mail bundles includes a count of items included in the bundle, verification of the completed mail bundling form, sign-off by a mail coordinator, date/time stamp by mail coordinator. Mail bundling forms signed-off by mail coordinators will be copied; with one copy being retained by Accounts Payable staff to compare to monthly invoices from PSS, and one copy being placed in the appropriate bin for the agency's records.

Any parcel mailed out on behalf of the agency by Fiscal staff will be appropriately charged to the agency. A mail bundling form for these items will be placed in the appropriate bin for the agency's records.

## **2. AGENCY STAFF**

Agency staff will prepare outgoing parcels into "bundles" and attach to them a completed PSS Mail Bundling Form (see Attachment A). Each mail bundling form must be completed by agency personnel to specify the mail account to be charged for postage on the items included.

Agency staff will deliver mail bundles to the twelfth floor to be reviewed and placed in the PelicanPOST mail vault by mail coordinators.

## **V. EXCEPTIONS**

Exceptions to this policy require the approval of the Secretary.

## **VI. QUESTIONS**

Questions regarding this policy should be directed to the Fiscal Services Director.

---

**THOMAS F. HARRIS, SECRETARY**

\* \* \* \* \*

**INITIAL ISSUE DATE: 10/20**