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Memo: Personal Mail and Package Deliveries

Personal Mail & Package Deliveries Violate Security Protocols and Idaho Code. They Will Be Returned to Sender.

To all Departments and Agencies:

Policy Reminder:

Please remember **not** to have personal mail or packages sent to your work address. All mail and packages go through Central Postal, and doing this violates security protocols and Idaho Code. If Central Postal receives personal packages or mail, they will be returned to the sender. This policy is enforced year-round.

Additionally, do not send personal mail and packages through Central Postal to charge your department or agency for postage. This action is a violation of state law and constitutes misuse of funds.

As a courtesy, we will continue to pick up outgoing personal mail, provided it already has the correct postage attached.

If you have any questions or need assistance with processes, feel free to reach out to me. I'm here to help.

Thank you,

Steve Walker
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