



Warren Consolidated Schools

Creating Dynamic Futures through Student Achievement, High Expectations, and Strong Relationships

MEMORANDUM

Business Services

To: Building Secretaries

From: Linda Austin, Chief Financial Officer

Date: November 19, 2014

RE: Neopost Postage on Call

Based on recent changes in the Business Office, please follow the procedures below when adding money to your postage meter.

- ◆ Send an email to Cindy Leemon and CC: Cathy Bora
- ◆ Include the amount of money and the ASN that will be used for this expense
- ◆ Once approved by email you can place the order with Neopost

Please contact Cathy Bora at extension 72130 or Cindy Leemon at extension 71132 with any questions.