

Multnomah Education Service District

Code: **EGAB-AR**
Adopted: 2/4/81
Amended: 10/12/94; 5/9/11
Reviewed:

Pony Delivery Service

Requests Generated through Departments

1. Materials are submitted to the appropriate cabinet director or designee.
2. Cabinet director or designee shall approve or disapprove the use of the pony for the delivery of materials received or generated through the various departments.
3. Cabinet director or designee shall provide for appropriate preparation of approved materials and delivery of same to the mail room.
4. All other requests, i.e., those coming directly to the mail room, shall be approved or disapproved by the Superintendent or designee.

Other Requests

1. Materials are to be submitted to the coordinator of the facilities services department.
2. The coordinator of the facilities services department shall approve/disapprove requests.
3. The coordinator of the facilities services department shall provide to requesting parties guidelines for the appropriate preparation of materials for pony delivery.