



PROCEDURE FOR DISTRIBUTION OF FLYERS WITH PAYCHECKS

Only materials from County sponsored programs and or County contracted vendors shall be approved for distributions.

Distribution of travel flyers is limited to the County's travel agent.

Each organization will be allowed a maximum of two (2) distributions per calendar year.

A maximum of three (3) flyers can be distributed each pay period with the paychecks.

The Finance Department, Payroll Section, makes space and facilities available to any department or Manager approved organization for the distribution of flyers or other materials authorized by the County Manager's Office.

The actual packaging and distribution of the material is the responsibility of the originating department or organization.

The following suggestions are made to assist you in the packaging and distribution of your material:

1. All printed material should be ordered with a spacer or divider page every 100 sheets for ease in counting and packaging.
2. Choose only one type of distribution: **D**Total or **D**Downtown Only. Do not combine the distributions. If Downtown Only, label envelopes as such.
3. Large manila envelopes should be used for packaging, if practical.
4. Wrap each group separately and print the name of the department at the top of the envelope or box. If there is more than one envelope or box for a given department, please label them as such (i.e. __ of __).
5. The completed packages must be delivered to the Finance Department-Payroll Unit, 26th floor of the Stephen P. Clark Center, 111 N.W. 1st Street, between 8:00A.M. and 11:00 A.M. the day before payday. Please call 305-375-5165 before bringing the flyers. Handouts must be set out in alphabetical order by department name. Please place boxes (only) next to the 26th Floor elevators, not on top of the tables because it would take up too much room. For boxes, stack each department separately, even if it only has one box (i.e. to facilitate messenger pick-up, do not stack different departments on top of each other).
6. The distributing department or organization *may* be required to have a representative at the payroll area by 7:30 A.M. on payday to hand out the packages to the department couriers.