

## **Kansas Department of Administration**

### **Policy on the Delivery of Personal Mail to State of Kansas Offices**

This policy is to clarify that D of A is hereby adopting a policy prohibiting the receipt of personal mail and/or packages at their workplace, or at any location on state property. This policy is effective as of the date below, but there will be a grace period of 14 days during which personal mail and/or packages that were ordered or shipped prior to the issuance of this policy may be received without repercussions.

Questions regarding this policy should be directed to Lois Ryan, in the Office of Personnel Services. Lois can be contacted by email at [Lois.Ryan@ks.gov](mailto:Lois.Ryan@ks.gov) or by phone at (785) 296-4274.

Adam C. Proffitt

Adam C. Proffitt, Secretary  
Department of Administration

PCD

October 2, 2023

Date