



STATE OF MICHIGAN  
DEPARTMENT OF AGRICULTURE  
LANSING

JENNIFER M. GRANHOLM  
GOVERNOR

MITCH IRWIN  
DIRECTOR

**DATE:** August 24, 2006

**TO:** All Local Health Departments (LHD's)  
Attn: Health Officer/Director of Environmental Health/Chief Sanitarian  
Michigan Department of Agriculture (MDA)  
Attn: Food and Dairy Division Managers

**FROM:** Kevin Besey, Manager  
Food Service Sanitation Section  
Food and Dairy Division

A handwritten signature in black ink, appearing to read 'K. Besey'.

**SUBJECT: New PO Box for mailing checks to MDA**

A new Post Office Box has been assigned and designated for incoming department mail containing revenue. This change was initiated to strengthen internal controls and as an initial step in MDA's efforts to improve and integrate licensing processes throughout the department.

**Effective immediately the address for mailing checks to MDA will be:**

**Michigan Department of Agriculture  
Food and Dairy Division  
PO Box 30776  
Lansing MI 48909-8276**

All correspondence without checks should still be sent to PO Box 30017.

Please share this information with your licensing and finance staff. The new addresses will also appear on invoices your department will receive in the future.

C: Rosy Ruedger  
Cyndy Saxton  
David M. Bruce