

UNIVERSITY OF PITTSBURGH POLICY 10-01-03

CATEGORY: SUPPORT SERVICES
SECTION: Mailing Services
SUBJECT: Postage Stamps and Postal Cards
EFFECTIVE DATE: February 26, 1994
PAGE(S): 1

I. SCOPE

This policy applies to all purchases of postage stamps and postal cards using University funds.

II. POLICY

Postage Stamps and Postal Cards With the approval of the department F.A.I.S. Account Administrator, postage stamps or postal cards may be purchased using University funds in the following cases:

- Mail requiring confidentiality, e.g., AIDS research study
- Mail of extreme formality, e.g., invitations
- By departments not located in the immediate Oakland area which do not have access to the University Mail Service metering operation, e.g., the Kossman Building, RIDC Park, etc.
- By faculty and staff attending out-of-town conferences and functions relating to University business

U.S. postage stamps or postal cards will be used for return correspondence only when a minimum of 60 percent response is expected. If the expected response is less than 60 percent, a business reply envelope must be used.

Postage stamps or postal cards may be purchased by submitting FORM 0007, Mailing Requisition, to Mailing Services with the F.A.I.S. Account Administrator's signature and the following:

- Brief explanation of the postage stamp usage
- Number of postage stamps or postal cards required
- Sample of the mailing piece to determine correct denomination

III. REFERENCE

[Procedure AO 29, Postage Stamps and Postal Cards](#) (formerly 10-01-03)