

CATEGORY: SUPPORT SERVICES
SECTION: Mailing Services
SUBJECT: Postage Stamps and Postal Cards
EFFECTIVE DATE: January 5, 1994

I. PURPOSE

To outline the procedure for purchasing postage stamps and postal cards using University funds.

II. SCOPE

This procedure applies to all postage stamps and postal cards purchased with University funds.

III. ADMINISTRATIVE RESPONSIBILITIES

Department Administrator is responsible for ensuring that all postage stamps and postal cards purchased with University funds are used only for mail related to University business.

IV. PROCEDURE

A. Requests for Postage Stamps or Postal Cards for Use by University Departments

Requester 1. Submit to Mailing Services FORM 0007, Mailing Requisition, and a sample of the mailing piece to determine correct denomination.

NOTE: Charges for postage stamps or postal cards include a nominal handling and processing fee.

When stamps or cards requested exceed the actual usage, extras may be returned to Mailing Services for a full refund, provided the stamps or cards are in good condition.

Mailing Services 2. Review requests for compliance with established criteria for obtaining postage stamps and postal cards.

3. a. If approved, process request and invoice department for the cost of stamps or cards and a nominal processing and delivery charge.

b. If denied, notify department of the decision and reason(s) for the decision.

4. Deliver stamps or cards to the requesting department and obtain customer signature as proof of delivery.

B. Reimbursement for Postage Stamps or Postal Cards Used by Faculty, Staff, and Students Attending Out-of-Town Functions

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| Requester | 1. Submit FORM 1089, Travel and Business Expense Report, with postal receipts attached, to the Accounts Payable Department. |
| Accounts Payable | 2. Process for payment only those Travel and Business Expense Reports which relate to postage stamps and postal cards purchased during travel. |

V. REFERENCES

- [Policy A0 29, Postage Stamps and Postal Cards](#) (formerly 10-01-03)
- [Procedure FN 28, University Travel, Business Entertainment, Honoraria, and Miscellaneous Reimbursable Expenses](#) (formerly 05-07-01)