Policy Name:
Postage Meter Payments

Policy:
A. To obtain a check for payment to the Postmaster, the Request For Reimbursement/Payment form must be submitted to Accounts Payable.

B. Please contact the manager of Accounts Payable with any questions or concerns regarding the application of this policy.

Definitions and Terms:
N/A

Purpose:
To provide a process for payment to the Postmaster for postage.

Scope:
Some departments find it advantageous to use postage meters to meet their mailing needs. The U.S. Post Office requires payment at the time it adds postage to a meter.

Restrictions and Exclusions:
N/A

Responsibilities:
N/A

Related / Impacted Policies:
N/A
Policy No: 3106

Postage Meter Payments - Procedures

Procedures:
A. Complete the Request For Reimbursement/Payment form (include the name and extension of the person who will pick up the check from the Accounts Payable Supervisor).

B. Send the completed Request For Reimbursement/Payment form to Accounts Payable at 220 Arch Street, Office Level 2 for processing.

Sample Forms:
Request For Reimbursement/Payment Forms