

Policy:	Postage Payments		
No.:	Budget & Finance 95-13	Supersedes:	
Effective Date:	September 20, 1995	Revised/Review Date:	

1.0 PURPOSE

To provide a means by which HSD programs can refill postage meters on a regular basis and satellite facilities can maintain sufficient stamps on hand to meet normal postage needs.

2.0 REFERENCES

- 2.1 This procedure is used together with [the Expenditure Pre-Authorization \(EPA\) procedure](#).
- 2.2 For questions or clarification on this procedure, please contact the Accounts Payable Supervisor.

3.0 POLICY

- 3.1 Accounts Payable processes requests for postage warrants (checks) on a regular basis. These warrants (US Postmaster or Remote Meter Re-Set) will be available in A/P within five (5) working days of receipt of a complete, approved Expenditure Pre-Authorization (EPA) form.

4.0 PROCEDURES

- 4.1 Obtain and complete an EPA form. Use the method that has been agreed upon by your Division Program Managers and Finance Analyst for distributing postage costs among programs. On the EPA, indicate the appropriate program distribution for the amount of postage requested. Include a contact person and phone number on the EPA.
- 4.2 Submit the completed, approved EPA to Accounts Payable. A warrant will be issued and the contact person listed on the EPA will be called when the warrant is ready.
- 4.1 Division programs are responsible for distributing any pre-payment of postage (i.e., through Remote Meter Re-Set mechanisms) to actual postage use. Please see your Finance Analyst for assistance or details.