

## **POSTAGE PROCESS**

1. Outgoing mail to be metered is taken to the warehouse.
2. Each office dropping off mail writes date, number of pieces of mail and the department name the mail is to be charged to on the blue Postage Meter Request Form and placed in the clear US Postal Mail folder.
3. Courier will take mail to warehouse where mail will be metered and logged.
4. On the first workday of each month, warehouse personnel generate the monthly postage report for the previous month.
5. The total number of pieces of mail posted on the mail log for the previous month is balanced to the monthly postage report.
6. Once balanced, the mail logs are attached to the monthly postage report and given to the Finance office.

\*Postage codes will be added and deleted as postage budget accounts are maintained.