



Administration and Finance

Policy No: 3106

Policy Name:
Postage Meter Payments

Effective Date:
July 1, 1995

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.

Revision Date:
N/A

Definitions and Terms:
N/A

Approved by:
Marc E. Wasserman
Director
Financial Services

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

Approval Date:
July 1, 1995

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 .

Refer Questions to:
Manager
Accounts Payable
410-706-2435

Restrictions and Exclusions:
N/A

Responsibilities:
N/A

**USM Board of Regent's
Policy Reference:**
N/A

Related / Impacted Policies:
N/A



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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 737 W. Lombard Street, Administration Building, Room 330 for processing.

Sample Forms:

Request For Reimbursement/Payment Forms

Policy Name: