

**04.400 Postage**

The Campus Mail Service is available to serve the postal needs of all System Administration departments, and the departments are encouraged to make full use of this service. Details of services provided are listed in the BUSINESS SERVICES portion of the Administrative and Fiscal Volume of the Policy Manual.

In special instances when it is determined that the Mail Service Department cannot meet a department's specific postal needs, System Departments may be allowed to purchase limited amounts of postage stamps. A properly completed Purchase Order should be submitted requesting these funds. It should contain the following:

1. Justification for not utilizing the Campus Mail Service. These may be routed through the Mail Service department before payment, and justification will not be accepted if it is determined that the Campus Mail Department can provide the required service. Ruling on acceptance of the justification as an exception will be made by the Controller his/her designee.
2. A full explanation of how the postage stamps are to be used must be provided.
3. The exact quantity and denominations of the postage stamps to be purchased must be listed.
4. The name of the employee in the department who will be custodian of the stamps must be indicated on the order.
5. In most situations, a local account must be used for these transactions. Contact University Purchasing Services for assistance if only state funds are available.
6. State funds cannot be used for postage stamps to be used on postage-paid return envelopes.

Prepaid postage envelopes are available through the Campus Mail Service.