
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

TITLE: POSTAGE CHARGEBACK

NUMBER: PRO 6-18

REFERENCE: LSSC Administrative
Procedures Manual (PRO 2-03 Postal Procedures)

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I. PURPOSE

To establish procedures for the chargeback of postage to the using office/ department.

II. RESPONSIBILITY

The chargeback of postage to the originating office/ department is conducted under the general supervision of the Executive Vice President with specific responsibility assigned to the AVP of Business Affairs and Controller.

III. BACKGROUND

The College maintains a deposit of funds with the Leesburg Post Office for the payment of bulk mailing postage charges up to \$100. Costs are charged to the originating office/department in accordance with normal requisitioning procedures. In addition, the Postal/Duplicating Clerk submits a monthly report of postage meter use by departments/offices for chargeback to the user.

IV. BULK MAILING PROCEDURES

Bulk mail shall be prepared as outlined in PRO 2-03 and the following instructions:

- a. U. S. Postal Form PS3602 (Side B) shall be prepared by the originator, in duplicate, attached to a general requisition and submitted to the Director of Financial Services for signature/approval (Use: Permit No. 423, 3rd Class Basic Piece Rate - See Sample attached.)
- b. Bulk mailings totaling more than \$100 will require a check to be issued.
- c. The signed original U. S. Postal Form PS3602 that is returned to the College shall be forwarded to Financial Services for deduction from bulk mailing postage deposit and for chargeback of bulk mailing postage to the using department office, as applicable.

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