

## HSD Forms & Policies

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<b>Policy:</b>
<b>Bulk Mail Postage Payments</b>
<b>Number:</b>
<b>FMT-AP-004</b>
<b>Supersedes:</b>
<b>Budget &amp; Finance 95-14</b>
<b>Last update:</b>
<b>8/11/10</b>

### 1.0 Purpose

To ensure the HSD bulk mail account has sufficient cash balances to accommodate bulk mailing requirements of all HSD programs.

### 2.0 References

#### 2.1

This procedure is used together with the [Expenditure Pre-Authorization and Approval \(EPAA\) Policy](#).

#### 2.2

For questions or clarification on this procedure, please contact the General Ledger Supervisor.

### 3.0 Policy

#### 3.1

Before a bulk mailing is taken to the US Postal Service depot, a bulk mail form must be completed.

#### 3.2

General Ledger will maintain a positive balance in the Department's bulk mail account.

### 4.0 Procedures

#### 4.1

Complete an EPAA form, describing the bulk mail items and indicate the approximate weight per piece and approximate total cost for the mailing.

#### 4.2

Once the EPAA is approved, hand deliver the EPAA to General Ledger. You will be given a bulk mail form at that time. Keep the form until you are ready to do your mailing.

#### 4.3

Bring the mail to the post office with the bulk mail form. The Postal Service will deduct the cost of your mailing from the Departmental account and send a receipt directly to General Ledger.

#### 4.4

Notify General Ledger of the actual date of the mailing and the actual cost, obtained from the Postal Service when you deliver the bulk mailing.

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