NOTICE OF REVISION

TO

POLICY & PROCEDURE MEMORANDUM NO. 52

SUBJECT: POSTAGE

TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: JULY 1, 2023

REVISION DATES: MARCH 9, 1992; OCTOBER 20, 2003

This is the third revision to this PPM with an original effective date of June 1, 1989.

This revision necessitates the replacement of the entire policy.

Brandon Burris
Assistant Secretary

IMPORTANT:

Insert this revision notice in PPM's file preceding all other information on this subject in order to maintain a current document file.

POLICY AND PROCEDURE MEMORANDUM NO. 52

SUBJECT: POSTAGE

TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: JULY 1, 2023

POLICY:

All Office of State Parks' (OSP) sites will maintain their postage balances according to the following procedure. Each site will keep an accurate record of purchases and usage to provide to the business section and any other authority as required/requested.

PROCEDURE:

1. Postage Meter Refill
    a. A "Request for Purchase Authorization" via OnBase and a "Payment Request Cover Sheet" must be submitted for postage refill on an annual basis by November 30 for the following calendar year.
        i. Forms can be found on DCRT's Channel Z at https://www.crt.state.la.us/channelz/e-forms.asp.
            1. "Request for Purchase Authorization" is found under the "Purchasing Request Authorization Forms (OnBase)" section next to the "Office of State Parks Request for Purchase" header.
            2. "Payment Request Cover Sheet" is found under "Purchasing Forms (Misc.)" under the "Supplemental Receiving Form" header.
                a. "Single Check Needed" **must** be marked on the "Payment Request Cover Sheet."
                b. The park-specific Pitney Bowes RMRS Account Number **must** be included on all forms submitted for postage meter refills.
        ii. Complete the required documents with the following information where appropriate:

Vendor # 310055573	
Pitney Bowes Bank Inc. Reserve Account	Fund: 2640000000
PO Box 981023	G/L: 5350006
Boston, MA 02298-1023	

        iii. If postage meter refill is not required, email the business section to state that no OnBase will be submitted.
    b. Once the OnBase is approved, the park is required to mail the "Request for Purchase Authorization" **and** original "Payment Request Cover Sheet" to the business section.

c. Upon receipt, the business section will request the check from the Office of Management and Finance (OMF) and mail it to the vendor. The business section will also email the site to confirm payment has been sent.
d. Once 7-10 days have passed, the site will check the prepaid account to confirm payment has been applied.
e. When prepaid amount is available, the site will download the entire amount of requested postage onto postage machine.
f. After download, site will print a postage refill receipt.
g. Sites will then scan and email the refill receipt and postage log to the business section.
h. Once all documentation has been sent to the business section, site will retain the refill receipt and postage log in a permanent file for audit purposes.

2. Stamp Restock
    a. A "Request for Purchase Authorization" via OnBase and a "Payment Request Cover Sheet" must be submitted prior to the bulk purchase of stamps.
    b. Once the OnBase is approved, stamps may be purchased with the LaCarte card. The receipt received from the transaction must be submitted with the LaCarte monthly statement.
    c. Stamps must be stored in the site's safe.

3. Logs
    a. Each postage transaction must be documented on the appropriate log.
    b. A new Postage Meter Log is required each time a postage meter is refilled. The "Beginning Balance" should be the amount on the meter after refill is complete.
    c. A new Stamp Log is required each time stamps are restocked. The "Beginning Balance" should be the total worth of the stamps on hand after a restock is complete.
        i. If Forever stamps are in a site's inventory, a new log should be instated if the value of the stamp increases during a calendar year.

QUESTIONS:

1. Any questions regarding this policy should be directed to the business section.

EXPECTATIONS:

1. Parks will adhere to standards detailed PPM #2 – Purchasing for all postage refills and restocks.
2. All postage used by a site will strictly be for OSP business.

ATTACHMENTS:

- Postage Meter Log
- Stamp Log

Postage Meter Log

Site: ________________________________ **Refill Date**: _______________________________

Beginning Balance: $__________________ **Final Log Balance**: $________________________

Final Meter Balance: $________________________

Date	Mailer	Reason	Total Cost	Balance
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
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			$	$
			$	$

Postage Meter Log

Date	Mailer	Reason	Total Cost	Balance
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
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			$	$
			$	$
			$	$

Louisiana State Parks

Stamp Log

Site: ________________________________ **Restock Date**: ____________________________

Number of Stamps: ___________________ **Denomination**: ____________________________

Number of Stamps: ___________________ **Denomination**: ____________________________

Number of Stamps: ___________________ **Denomination**: ____________________________

Number of Stamps: ___________________ **Denomination**: ____________________________

Number of Stamps: ___________________ **Denomination**: ____________________________

Beginning Balance: $__________________ **Final Balance**: $____________________________

Does final balance match worth of stamps on hand (check one)? ☐ Yes ☐ No

Date	Mailer	Reason	Total Cost
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$

Stamp Log

Date	Mailer	Reason	Total Cost
			$
			$
			$
			$
			$
			$
			$
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			$
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