

TO: Procurement

FROM: Your Name, Finance Officer  
Lindsay Middle School

RE: Request for Check – Postage

DATE: November 19, 2019

We are requesting a check to the order of the U. S. Post Office in the amount of \$199.65 to purchase 363 US Forever stamps.

Please send the check to the attention of (your name), Finance Officer. Thank you.

**NOTE: USE THIS TO ATTACH TO YOUR REQUISITION**

Once the requisition is approved (Converted in Munis)

SEND A COPY OF THIS MEMO TO ACCOUNTS PAYABLE so they can cut the check. If you don't send it, you will not get a check! Make sure to stamp the memo with the red "Approved for Payment" and also add account code (Postage)

Once you get the check, go to the post office and purchase your stamps. Make sure to take your (preferably) school ID.

## U.S. POSTAL STAMPS

All school correspondence is sent downtown for mailing; however, certain correspondence (IEPs, Suspensions, Payments) needs to be mailed right away

To purchase stamps from the post office, you have to submit a requisition to Procurement.

Vendor: United States Postal Service

Attachment: No need for quote, just attach a memo (see Page 1) requesting the check.

Budget code: Use POSTAGE SERVICES 50-5201-9-XXX (from your Fund 50)

Amount: I submitted a requisition for the full budget of \$200. Stamps are 55 cents each. (200 divided by .55 = 363 stamps)

You can order \$100 or whatever amount you need in your building. I usually give the Principal's Secretary one roll, and keep the rest in a secure place (vault).

- As soon as your requisition is approved (converted in Munis) send a copy of the memo you attached to your requisition (this becomes your "invoice") to Accounts Payable so they can issue the check.

Make sure to stamp the "Approved for Payment" stamp. Also include the Code.