

## Controlling Your Postage Account

In order to better control your postage account there are several suggestions that will not only provide savings and better accountability for your department, but will aid Mail Services in processing your mail:

1. In order to maintain control over postage expenses, departments are advised to contact Richard Von Nida (513-556-3987) to establish a departmental Postage Card (3-1/2" x 5" with barcode).
2. Make sure your Postage Card is submitted with all of your outbound envelopes or packages. When submitting large numbers of letters, it is acceptable to identify the top piece only with the Postage Card to be charged IF the bundle or stack being submitted is secured properly using rubber bands.
3. Identify the type of service requested if other than 1<sup>st</sup> class. (All mail will be sent 1<sup>st</sup> class if not indicated otherwise.)
4. Segregate with rubber bands different accounts that are picked up at the same location.
5. Do not use air mail envelopes provided by the Federal Post Office to send mail domestically within the continental United States and into its territories, Virgin Islands, Puerto Rico, and Guam. (Airmail envelopes are used for foreign countries only, including Canada and Mexico.)
6. Segregate with rubber bands mail for foreign countries, mail needing to be metered for the United States and mail that already has a stamp affixed to it.
7. Do not lend or give your Postage Card to those outside your department.
8. Envelopes printed with an indicia in lieu of postage can only be submitted for bulk mailings (200 pieces minimum, standard class; 500 pieces minimum, 1<sup>st</sup> class), not single submittals. A bulk mailing requires a mailing statement to accompany the mailing.
9. Maintain records on submitted bulk mailings and all mail if possible.
10. Reconcile your monthly postage charge statement using those records.
11. Updates/questionnaires, checks, or general correspondence to employees should ordinarily be forwarded through the interdepartmental mail system and not sent to their home. Interdepartmental mailings are free; placement in the Federal System is not.
12. Define or provide departmental guidelines or approvals when it is necessary to send large mailings: that of sending 200 or more identical pieces 1<sup>st</sup> class instead of using standard class bulk service at 1/3 the cost, and/or sending mail registered, certified, or express. Having the staff more accountable for their mailings, especially when costly services are requested and more economical services not pursued.
13. The US Postal Service now uses shaped-based guidelines to establish price. If you can send mail "folded" (to be sent as a letter) this will save you money.
14. A complete monthly listing of services and charges, i.e., 1<sup>st</sup> class, bulk mail, business reply, etc., is available upon written request. Requests are made to the Operations Manager at Mail Location 0041 (513-556-3987).