I. REFERENCES

1. UCLA Policy 310, UCLA Mail Services;

II. GENERAL POLICY

Stamps should be used by campus departments only for occasional urgent mailings after the campus Mail Services department is closed. The Mail Services department is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Direct purchase of postage stamps and stamped postcards from the U.S. Postal Service should occur only under extraordinary circumstances and requires advance approval of Mail Services (see UCLA Policy 310).

III. PURPOSE

This procedure provides guidelines for:

- ordering postage stamps and stamped postcards; and
- monitoring the necessary accounting transactions between campus departments and Mail Services.

The following postage stamps and materials may be ordered:

- Stamps, including First-Class, Priority and Express
- Stamped postcards

IV. PROCEDURES

<table>
<thead>
<tr>
<th>RESPONSIBILITY</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated individual responsible for department postage stamps and materials</td>
<td>Prepares and signs Recharge Order Request form identifying type and quantity of postage stamps and stamped postcards. Provides department identification information and valid recharge I.D. number.</td>
</tr>
<tr>
<td></td>
<td>Sends Recharge Order Request to Mail Services, Attention: Stamp Sales Coordinator.</td>
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<tr>
<td>Mail Services</td>
<td>Reviews Recharge Order Request and validates recharge I.D. number.</td>
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<td></td>
<td>Sends postage stamps and/or stamped postcards to department and enters transaction into inventory/billing program.</td>
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<td></td>
<td>Provides Monthly Stamp Inventory form to department.</td>
</tr>
<tr>
<td>RESPONSIBILITY</td>
<td>ACTION</td>
</tr>
<tr>
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</tr>
<tr>
<td>Department</td>
<td>Receives supplies, verifies count, and stores in a secure place for use on official University mail.</td>
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<tr>
<td></td>
<td>Submits Monthly Stamp Inventory form to Mail Services (which is subject to later review by Audit &amp; Advisory Services).</td>
</tr>
</tbody>
</table>

Issuing Officer

/s/ Sam J. Morabito

Administrative Vice Chancellor

Questions concerning this policy or procedure should be referred to the Responsible Department listed at the top of this document.