

COMMERCIAL MAIL USE GUIDELINES

Using Commercial Mail

WSU Extension provides funds annually from its operating budget to counties and to the Bulletins department for use in mailing WSU Extension related items. Specific authorization from the State Extension Director/Administrator to utilize mail funds is no longer required. It is expected that the County Directors, the Directors of the R&E Centers, Department Heads, and all who supervise users of the Extension mail resources will closely monitor postage use.

Enclosure slips or business cards are required for all material being mailed without the WSU Extension identifier/signature.

COUNTY MAIL METERS

Meters should be kept in a secure place in to prevent unauthorized use. If possible, assign one person to use the meter and track usage. If a key is available, lock the meter when not in use.

TRACKING EXPENDITURES

State, area, and county based Extension employees that use the commercial mailing privilege are personally responsible for each piece of material carrying his or her name and title as to its eligibility for mailing using Extension postage allocation. To assist in monitoring expenditures and to insure independent review, log sheets should be maintained and reconciled on a regular basis. Specifically,

- 1) Log sheets for pre-sort and regular commercial mail should be maintained
 - a. Meter log sheets should show balance at the beginning and ending of each month, downloads and postage used (see example attached),
 - i. Pre-sort log sheets should show balance at the beginning and ending of each month, supplemental postage provided and bulk mail used (see example attached). Post office receipts for pre-sort mailings should be retained for all mailings.
- 2) Logs and supporting documentation must be kept at the country for a period of seven years after the fiscal year has ended.

RECONCILING BUSINESS FINANCE OFFICE STATEMENT

BFO will provide electronic statements on a monthly basis. Mail managers should compare information and monthly activity to internal records and report any discrepancies to Mary Hoffman.

INCREASING ALLOCATION/REIMBURSING METERS WITH COUNTY FUNDS

Counties may increase allocations using internal (WSU) or external funds. Procedures are as follows:

Internal funds (WSU grants, contracts, service centers, MOAs, 17A funds): Send e-mail to Mary Hoffman (Mhoffman@wsu.edu) and provide amount and funding source(s).

External funds: Send check made out to Washington State University; Attn: Mary Hoffman.