Purchasing Postage

- Staff may purchase stamps at WalMart using their agency issued WalMart charge card with supervisor approval.
- Send a copy of the receipt with the site name, date of the receipt and required signatures to the business office and your Site Supervisor; retain a copy of the receipt on-site for your records.
- Document the purchase on the Curriculum Allotment form under *Pre-Approved Supply Purchases*.

Requesting Postage

Requesting postage is available for agency employees as a courtesy so they do not have to spend their own money and wait for reimbursement.

- Using the blue **CHECK REQUEST** side of an expense form, write in your local Postmaster and city within the vendor section. You do not have to write in the street address.
- Under the item section write how many stamps you are requesting: for example, 20 stamps @ 1 sheet @ $.63/stamp = $12.60; or 100 stamps a roll @ $.63/stamp = $63.00.
- **DO NOT** write anywhere in the code amounts because everything is coded according to funding percentages.
- **DO NOT** write in your personal vendor code.
- Complete the remarks, date needed, and prepared by sections.
- **The Site Supervisor or Manager will write in the total.**
- **DO NOT include any expenses on the other side of request.** Expenses must be completed on a separate form.
- Postage check is made by the original request only. Faxes are **not** accepted.
- **If requesting the check to be held at the agency or any other special circumstance, write within the remarks section and highlight to draw attention for the business office.**
- Submit to Site Supervisor for approval and coding.
- **After having received the postage check, save postage receipt, staple to check stub, and submit to your Site Supervisor for the business office.**

See the expense report example for further guidance on completing the process.

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY
CHECK REQUEST

Vendor Name: VENDOR CODE _____

Address:

City, State, Zip:

Date: REQ. APPROVAL _____

JUSTIFICATION:

	ITEM	INV. AMOUNT	fund	act.	gl	loc.	AMOUNT

REMARKS: TOTAL   0.00

PREPARED BY: