

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.8
Subject: Postage, How To Purchase	

1. Like many governmental agencies, the U.S. Post Office will not sell anything on credit. They must have the cash/check in hand first. Therefore, a payment voucher must be generated and a check issued to the U.S. Post Office before postage can be obtained (Subsidiary EE, FRS Object Code 1406).
2. Make a payment voucher out to the U.S. Post Office for the required items. Address the payment voucher as follows:

Postmaster of Lowell, MA
C/O (the name of your department)
(The name of your building location)
University of Massachusetts Lowell
Lowell, MA 01854

Submit the request to Accounts Payable to be processed.

3. The requesting department will be notified when the check is available to be picked up from Treasury.
4. Postage should only be purchased outside the University when the University Mailroom cannot provide the desired service.