

Subject: **Postage Budget Changes**

Date: June 23, 2011

To: Budget Supervisors

From: Linda Hiesiger

Beginning fiscal year 2011-12, Central Services will be making a change to the way it processes postage to ensure that all departments are treated consistently. Currently, departments fall into one of the two following groups,

1. Chargeback group – The budget for postage is held by each individual department, and the department is directly charged for any postage costs they incur.
2. No chargeback group – The budget for these departments' postage is held in Central Services, and they are not directly charged for any postage costs they incur.

Effective July 1, 2011, any departments that are currently in the no chargeback group will move into the chargeback group and be directly charged for postage costs they incur. In order to allow these departments to cover the costs of direct charges, the Budget Office will be allocating funds to them based their historical average annual postage use. This additional allocation will take place when budgets are loaded at the end of August and will post to account line 70906. If you already fall into the chargeback group, there will be no change to the way you currently handle postage charges. If you are unsure which group you currently fall into or would like to know the amount of your allocation prior to the allocation taking place, please contact Linda Hiesiger after June 29th (lhiesige@smith.edu; x2231).

Processing Mail

As of July 1, 2011, the current Central Services system for charging postage to departments will apply to the departments converting to charge postage. This system consists of either a Postage Order Form or the return address on an envelope as an indicator to charge a department's default org.

Postage Order Form

<http://www.smith.edu/centralservices/Postage%20Order%20Form3.pdf>

Departments wishing to track all of their postal charges should use the Postage Order Form. Central Services sends out this mail and charges the department listed on the Postage Order Form. A completed form together with a copy of the completed form gets sent to Central Services. After processing the mail, Central Services writes in the dollar amount on one of the completed Postage Order Forms and sends it back to the named departmental contact noted on the form.

Return Address on Envelope

If a Postage Order Form is not provided to Central Services with the mail, then Central Services uses the return address on the envelope to charge that department's default org.

If Postage Order Form or Return Address are missing

If a Postage Order Form is not utilized and the envelope does not have a Smith College departmental return address, then Central Services has the right to open the envelope to identify a department to charge.

Tracking of Postage

Please note that the Postage Order Form is the only method for tracking specific postage charges. If your department opts not to use Postage Order Forms, then Central Services cannot provide itemized detail of your department's postal charges.

If your department decides to require postage orders forms for all mail, please notify Central Services of your departmental policy.

Please notify your staff of the change from no charge to charge for all postage.