

POSTAGE

Each County Extension Coordinator determines the postage allocation for their county. Counties are made aware of additional allocations such as EFNEP postage allocations and non-county system employees housed in their office and given amounts to meter up during the year.

Monthly postal reports submitted through e-mail are due in Administrative Services by the 5th of each month. These reports are tabulated and a summary sent back to the DAD's for their review. This report shows postage metered up.

When counties meter up, the date it is done and the amount put on the machine is e-mailed to Administrative Services. After the monthly postal report is submitted, Administrative Services will prepare the necessary paperwork to have the amount metered up deducted from the appropriate county account.

Because of increased postage costs the System is constantly searching for ways to economize on our postage costs. Please encourage System employees to match the size of the envelope to the information being mailed. If you mail information in a business-size envelope, the cost will be less than if you mail that same information in a 9 1/2" x 12" envelope. We even suggest weighing each piece very carefully before affixing postage to that piece to assure the proper postage is being used.