

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	240.550	1 of 1	July 1, 2003 Revised 7/1/16
<b>Subject</b>	MISCELLANEOUS POSTAGE METER		

1. The Department of Administrative Services-General Services Enterprise (DAS-GSE) offers the same services as the U.S. Postal Services (i.e., certified mail, insured mail, stamps, etc.), and must be utilized by departments around the Capitol Complex.
2. There are certain situations where this service is not available, such as field offices, institutions, and certain other State departments. When the service of the DAS-GSE cannot be utilized, and it is necessary for a department to obtain a postage meter at a U.S. Post Office, the following procedure must be followed when reimbursing the postage meter:
  - a. The General Accounting Expenditure (GAX) can be signed and dated by the U.S. Post Office, then submitted for payment. In this case, the original signature by the U.S. Post Office serves as the original invoice, OR,
  - b. A GAX with no signature from the U.S. Post Office, which has been properly authorized by the department, may be submitted to the DAS-SAE-Daily Processing. However, an actual receipt from the U.S. Post Office **must** be attached after the U.S. Post Office has received the warrant. A copy of the GAX with the date processed through I/3 must be attached to the receipt when forwarded to the DAS-SAE (when applicable).