

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	260.160	1 of 1	July 1, 2003 Revised 12/3/08
Subject	CENTRAL SERVICES DEPARTMENT OF ADMINISTRATIVE SERVICES – GENERAL SERVICES ENTERPRISE POSTAGE		

1. In accordance with Section 8A.314 of the Code of Iowa, the DAS-GSE-Mail Section shall provide an accurate and itemized statement for postage and related services purchased through the department. This statement will reflect actual costs for metered mail, permit mail, postage due/business reply, mail parcels, vendor fees, inserting and folding fees, and administrative fees.
2. POSTAGE STAMPS
 - a. Departments are urged to utilize the metered and permit mail services of the DAS-GSE-Mail Section for their postage requirements. In addition to increased accountability, the use of competitively bid contracts for mail preparation and pre-sorting provides the State of Iowa with significantly discounted rates for standard and first class metered and permit mail.
3. METERED MAIL AND SPECIAL CHARGES
 - a. All departments are billed monthly for their mail processing expenses. These expenses include postage applied by meters, permit mailings, postage due, business reply mail, letter shop services and delivery/courier services. Departments are billed through the automated billing process.
 - b. Invoices are available on line for departments where funds cannot be transferred by the automated billing process.
 - c. Any questions or problems concerning these billings should be directed to the DAS-GSE-Finance Section. Problems or questions concerning the transfer process should be directed to the DAS-SAE-Daily Processing.