

Treasury Documentation**Subject:** Requisition for Postal Advance, Process**For:** EMPLOYEE HANDBOOK**Also See:**

| | |
|-----------------------|-----------|
| Identification | PT-03249 |
| | Procedure |
| Effective Date | 12-1-2008 |
| Replaces | New |

Page 1 of 3

Forms and
Document Services,
Departmental
Services Division

Note: The Department of Treasury has the following postal accounts with the U.S. Postal Service:

- Permit 300 Lansing Postmaster - Postage Due Account: Incoming Mail for Michigan Department of Treasury
- Permit 3998 Detroit Post Office - Mailings for Sales, Use, and Withholding; and Individual Income Taxes (e.g., tax booklets, forms, etc.).

WHEN: Annually, After Appropriate Approvals Obtained

1. Issues a Memorandum, form 75 SUPPLY REQUISITION, and Mailing Deposit Schedule for Permit 3998 (Detroit Postmaster) to Finance and Accounting Division (FAD) Secretary for processing.

Mail Operations and
Facility Services,
Departmental
Services Division

WHEN: Periodically

2. E-mails request for postage deposit to FAD Secretary for Permit 300 (Lansing Postmaster).

FAD Secretary

3. Opens Department of Management and Budget (DMB) form DMB-597 REQUISITION FOR POSTAL ADVANCE.

A. Accesses DMB-597 in the FAD shared directory at *M:\BAD\Yolanda\Postal*.

B. Clicks on “FY[CCYY]” (current fiscal year) folder to open.

C. Clicks on any document named “PostalAdv [account name] [date].doc.”

D. Clicks on Open, Save As, and renames file “PostalAdv [new account name] [new date].doc.”

4. Completes DMB-597 fields using information obtained from request (see example 1).

A. NO. TR (in upper-right corner of DMB-597): [MMDDYY]

B. Date Issued

C. Date Required

D. Department: “Treasury”

E. Division: “Finance and Accounting”

FAD Secretary
(cont.)

4. F. Direct Inquiries To: FAD Secretary name
- G. Phone Number: Contact phone number
- H. Agency: "271"
- I. App. Year: Current appropriation year
- J. Index: Index number provided by requester
- K. Agency Object: "6145"
- L. Check Payable To: Name of postal account
- M. QUANTITY
- N. AMOUNT: Amount provided by requester
- O. TOTAL

Note: The DMB service charge no longer applies due to FAD processing the payment.

- P. Mail Check To: Appropriate Postmaster address, based on postal account.

5. Obtains approval from State Administrative Manager or Administrator on DMB-597 in the Authorized Signature box (upper-right corner, second line).
6. Submits DMB-597 to FAD Accounting Assistant for payment.

FAD Accounting
Assistant

7. Processes direct voucher for payment utilizing information from DMB-597.

Notes: Instructions on entering direct voucher information are on the ADPICS 1800 screen.

A warrant is issued to the Post Office within two to three business days.

Annually, the U.S. Postal Service sends a renewal request for Permits 300 and 3998, and the above process is repeated.

Refers to Executive Directives 2007-1 and 2007-2 for required approval levels for purchasing a commodity or service.

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Example 1

STATE OF MICHIGAN
 DEPT. OF MANAGEMENT MD BUDGET
 OFFICE SERVICES DIVISION
 DMB-597 (1/97)

**REQUISITION FOR
 POSTAL ADVANCE**

NO. TR

| | | | | | |
|----------------------|---------------|--------------------|--------------------|-----------------------|----------------------|
| Date Issued | Date Required | Department | | | Division |
| Direct Inquiries To: | | | | Phone Number () - | Authorized Signature |
| Agency | App. Year | Index | Program Cost Acct. | Grant | |
| Gmt. Ph. | Project | Proj. Ph. | Agency Code 1 | Agency Code 2 | Agency Code 3 |
| Multi Purpose Code | | Comptroller Object | | Agency Object | |

CUSTOMER NOTE: There is a \$ 8.70 service charge per check.

| | QUANTITY | UNIT | AMOUNT |
|--|----------|------|-------------|
| Check Payable To: United States Postal Service | | | |
| Service Charge: | | | 8.60 |
| Purpose: | | | |
| TOTAL | | | |

Mail Check To:

| CHECK NUMBERS | DATE |
|---------------|------|
| | |

DISTRIBUTION:
 WHITE - Mail & Delivery
 CANARY - With check
 PINK - Retain by requesting agency

End