

USF Controller's Office

Accounts Payable - Postage

Philosophy:

In accordance with effective internal control procedures and established accounting processes, as well as university regulations these guidelines are offered regarding accounts payable procedures.

Procedure:

Complete and submit Payment Request Form.

Include applicable meter numbers or permit numbers. For postage stamps, include denomination, quantity, and extended total.

Include postal location and city on Payment Request Form.

Include name and phone number for check pick-up. Checks made payable to US Postmaster cannot be mailed.

Resources:

For more information, contact the AP Helpdesk at aphelp@usf.edu.