

POSTAL BULLETIN

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CONTENTS

The *Postal Bulletin* is also available on the World Wide Web at <<http://www.usps.gov>>.

Administrative Services

Building Greater Access to USPS Services . . .	2
1998 Publication 65, National Five-Digit ZIP Code and Post Office Directory	3
1998 Publications 66 and 66-A, ZIP+4 State Directory	6
Zone Charts on Diskette	6

Customer Relations

Mail Alert	11
Air Bag Safety Campaign Poster	13
Missing Children Poster	15

Domestic Mail

APO/FPO Changes	17
---------------------------	----

Finance

Handbook AS-709 Revision: Credit Card Policies and Procedures for Local Buying . . .	18
Revenue Unit for Fiscal Year 1997	18

Fraud Alert

Foreign Order No. 412	19
Withholding of Mail Orders	19
Domestic Orders	20
Missing U.S. Money Order Forms	21
Missing Canadian Money Order Forms	24
Counterfeited Canadian Money Order Forms	25
800 Number Available to Verify Canadian Money Orders	25
Invalid Express Mail Corporate Account Numbers	26

International Mail

IMM Revision: International Mail — Addressing	30
IMM Revision: Global Priority Mail Flat-Rate Box	31

IMM Revision: International Mail — Parcel Post Weight Limit to Jordan	32
IMM Revision: International Mail — Parcel Post Weight Limit to the Slovak Republic (Slovakia)	32
IMM and Publication 273 Revision: Express Mail International Service to Jordan	33
IMM and Publication 273 Revision: Express Mail International Service to the Slovak Republic (Slovakia)	34
IMM and Publication 273 Revision: Express Mail International Service to Georgia, Republic of	35
IMM and Publication 273 Revision: Express Mail International Service to Belarus	36
International Customized Mail	37
IMM Correction: International Mail — Express Mail International Service (EMS) to Poland . .	38

Philately

Stamp Announcement 98-7: Flowering Trees Commemorative Stamps	39
Stamp Announcement 98-8: Last Day of Sale — Georgia O'Keeffe Commemorative Stamp	40
Australia Post/U.S. Postal Service Year of the Tiger Commemorative Collectible	41
Special Cancellation Die Hubs	42
Pictorial Cancellations Announcement 98-3 . .	43

Post Offices

1998 Safety Communications Campaign	46
---	----

Change Pages

Handbook AS-709 Revision Pages	51
--	----

Postal Bulletin Indexes

1997 Annual Index	PB 21962 (1-1-98)
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Administrative Services

Building Greater Access to USPS Services

The future success of the Postal Service will be built, in part, on its ability to make it easier for customers to do business with us. One way the Postal Service is making this possible is by developing new products and services in line with its core businesses.

In February, we will begin conducting a limited operations test of a new Internet service — PostOffice Online. This new online service will improve access to our existing services and expand our customer service value. Initially, we will be testing two major components of PostOffice Online — Mailing Online and Shipping Online.

Mailing Online will enable customers to access postal delivery services directly through their personal computers. Users will electronically transmit their business correspondence and other mail via the Internet. Using commercial printers, the Postal Service will have the documents printed and deposited into the mailstream for delivery.


Shipping Online will help small businesses and home-based offices automate their Express Mail and Priority Mail shipping needs by using the Internet. Customers will be able to prepare Express Mail and Priority Mail labels, pay postage, schedule pickups, and track Express Mail or confirm Priority Mail deliveries.

To make it possible for customers to print their own mailing labels, the Postal Service has created new Express Mail and Priority Mail labels for PostOffice Online — which include minor label design changes — so that they can be used in laser and ink jet printers. These changes are:

- Shipping Online Express Mail: The label is similar to the current 11-B Express Mail label; however, the customer and finance copies will be eliminated. The label also will have a portion that the carrier removes upon delivery and returns to the post office for scanning.
- Shipping Online Priority Mail: The label will have a small portion that contains the Priority Mail delivery confirmation barcode. The carrier will remove the barcode portion upon delivery and return it to the post office for scanning.

The Postal Service will begin the operations test for PostOffice Online in Tampa, FL, in late February and continue through the summer. Packages with new mailing labels could appear at your post office as soon as February. The Postal Service is recruiting 50 to 75 Tampa-area small businesses to help test PostOffice Online. Once the Postal Service has thoroughly tested the operating system — and has a smoothly operating program — it will begin a concurrent operations test in a second United States city this spring.


—New Business Initiatives and Products, 2-12-98



EXPRESS MAIL
UNITED STATES POSTAL SERVICE

POST OFFICE TO ADDRESSEE

U.S. POSTAGE
PAID
TAMPA, FLORIDA
ZIP CODE 33607



FLAT RATE ENVELOPE: YES
WEIGHT: \$ 15.00
POSTAGE: \$ 15.00
TOTAL: \$15.00

Deliver To:
SUSAN GARFIELD
4301 DU RE ST
ALEXANDRIA VA 22304-1548

DELIVERY (POSTAL USE ONLY)

Waiver of Signature		Signature Required	
Day	Time	Day	Time
AM	PM	AM	PM

DELIVERY (POSTAL USE ONLY)

Day	Time	Day	Time
AM	PM	AM	PM

DELIVERY (POSTAL USE ONLY)

Day	Time	Day	Time
AM	PM	AM	PM

DELIVERY (POSTAL USE ONLY)

Day	Time	Day	Time
AM	PM	AM	PM

DELIVERY (POSTAL USE ONLY)

Day	Time	Day	Time
AM	PM	AM	PM

EXPRESS MAIL TRACKING NUMBER
EM123456789US

For Customer Service Call
1-800-222-1811

UNITED STATES POSTAL SERVICE

Customer Receipt

Jerry Adams
Acct. No.: 123456789012345
Transaction No.: 1003

To Address:
Susan Garfield
4301 Du Re St
Alexandria VA 22304-1548

Sent By: Express Mail
Total Postage: \$15.00
Express Mail Tracking No.: EM123456789US

Printed: December 15, 1997 6:03 PM

UNITED STATES POSTAL SERVICE

Pickup Service Receipt

Pickup Service From:
Jerry Adams
2203 Lois Ave
Tampa FL 33607-7130
(813) 354-6000

Pickup service fee: \$4.95
Acct. No.: 123456789012345
Transaction No.: 1004

Printed: December 15, 1997 6:03 PM



PRIORITY MAIL
UNITED STATES POSTAL SERVICE

DELIVERY CONFIRMATION

U.S. POSTAGE
PAID
TAMPA, FLORIDA
ZIP CODE 33607
DECEMBER 15, 1997

1234 5671 2345 6724



1234 5671 2345 6724

WEIGHT: 3 LB 00 OZ
POSTAGE: \$ 4.00
TOTAL: \$4.00

From:
JERRY ADAMS
2203 LOIS AVE
TAMPA FL 33607-7130

To:
SUSAN GARFIELD
4301 DU RE ST
ALEXANDRIA VA 22304-1548

DELIVERY CONFIRMATION NUMBER
1234 5671 2345 6724

UNITED STATES POSTAL SERVICE

Customer Receipt

Jerry Adams
Acct. No.: 123456789012345
Transaction No.: 1000

To Address:
Susan Garfield
2203 Du Re St
Alexandria VA 22304-1548

Sent By: Priority Mail
Total Postage: \$4.00
Delivery Confirmation No.: 1234 5671 2345 6724

Printed: December 15, 1997 6:03 PM

UNITED STATES POSTAL SERVICE

Pickup Service Receipt

Pickup Service From:
Jerry Adams
2203 Lois Ave
Tampa FL 33607-7130
(813) 354-6000

Pickup service fee: \$4.95
Acct. No.: 123456789012345
Transaction No.: 1001

Printed: December 15, 1997 6:03 PM

1998 Publication 65, National Five-Digit ZIP Code and Post Office Directory

Again this year, the Postal Service has published Publication 65, *National Five-Digit ZIP Code and Post Office Directory*, in two volumes. The soft-cover edition is for sale to customers and for use by employees, federal government agencies, and customers in postal lobbies. The price of the soft-cover edition is \$21. A limited quantity of hard-cover directories is available for purchase by mail order only from the National Customer Support Center. The hard-cover Publication 65 is available to customers for \$27.50 per copy and may be ordered using PS Form 4243, *National Five-Digit ZIP Code And Post Office Directory Order Form For Mail Order Use* (October 1996; see page 5). PS Form 4243 is available from the Material Distribution Centers and can be ordered by TTOE using PSN 7530-02-000-9209 or mailing in a PS Form 7380. Offices should discard all obsolete versions of PS Form 4243, and may duplicate locally the current version as necessary. Customer mail orders are submitted through the post office for processing and shipment by the National Customer Support Center to the customer's address.

Description

Soft-cover Publication 65, *National Five-Digit ZIP Code and Post Office Directory*, is the full-color cover version for external sale as well as internal use. Publication 65 is individually packaged in a mailable container for ease of handling and is shipped in cartons of four. CAG A–G post offices may sell the soft-cover edition of the directory over the counter. CAG H–L post offices must use PS Form 4326, *National Five-Digit ZIP Code and Post Office Directory Order*, to order copies from their districts for each customer. District offices will fill PS Form 4326 orders from their supply of directories.

Discount Sales

Postal customers who turn in the coupon from the 1997 edition of Publication 65 will receive a \$1 discount toward the purchase of the new directory. They may use only one coupon for each book purchased.

Distribution

Publication 65 is being shipped on pallets from the contractor's printing plant directly to the district offices. These directories are not addressed individually for shipment to post offices. The district ZIP Code coordinator and the accountable paper unit must distribute Publication 65 to CAG A–G post offices within the district. Base the quantities to be shipped on the distribution quantities of last year's sales reports from these offices.

The district's accountable paper unit maintains the remaining copies of Publication 65 to fill orders from CAG H–L post offices, which must use PS Form 4326 to place customer orders. Not distributing directories directly to CAG H–L of-

fices should allow better control of Publication 65 inventory. Success of the sales program depends on managing distribution. PS Form 4326 is available from the Material Distribution Centers and can be ordered by TTOE using PSN 7530-02-000-9217 or mailing in a PS Form 7380. Accountable paper units at each district must order quantities of Form 4326 for their use and distribution to CAG H–L post offices.

Post offices needing binders to display Publication 65 in their lobbies should follow procurement procedures for postal products items as outlined in *Postal Bulletin* 21956 (10-9-97).

Sales

The Postal Service maintains a computerized file of the names and addresses of all customers who purchase Publication 65. This file is used to solicit future directory orders and provide information to customers regarding other address information systems products, such as Carrier Route Information System (CRIS) and ZIP+4 files.

District managers and postmasters must ensure strict compliance with procedures in Handbook F-1, *Post Office Accounting Procedures*, by accounting for all sales, as required by Handbook F-1 instructions for retail products and all guidelines issued by district offices. In particular, inventory records must be maintained (see Handbook F-1, 773 and 774). Clerks must report revenue on PS Form 1412-A or 1412-B, *Daily Financial Report* (in AIC 093, Packaging Product Sales), and use PS Form 3317-A, *Retail and Philatelic Products — Clerks Daily Sales Record*, to identify revenue (see Handbook F-1, 771).

To ensure accountability when selling Publication 65 over the counter, clerks in CAG A–G post offices, stations, and branches must provide each customer with PS Form 4326 (or a photocopy) and ask the customer to complete and return the form before leaving the retail service counter. Each post office forwards completed PS Forms 4326 daily to the district's accountable paper unit.

CAG H–L Post Offices

Each single directory and bundle (four directories) order must have one PS Form 4326 and a mailing label. The clerk must endorse bundle orders "Bundle Quantity — 4 Directories." Clerks should instruct customers to complete and return the PS Form 4326 with the appropriate payment. The customer receives the top copy of the form as a receipt. This top copy has a place for the unit's all-purpose stamp and the clerk's initials. Advise customers that the district will ship directories to the mailing address on the label. If customers do not want to order a directory in this manner, clerks should give them directions to the nearest facility that sells directo-

ries over the counter. The clerk accounts for directory sales on PS Form 1412-A or 1412-B, and AIC 093, in accordance with Handbook F-1. At close of business, the clerk dispatches directory orders for that day to the district's accountable paper unit.

District Accountable Paper Unit Instructions

After receiving directory orders from CAG H-L post offices, remove the district receipt (copy 2 of PS Form 4326), place the mailing label on a prepackaged, single Publication 65, and enter it into the mailstream for delivery to the customer.

Although most orders are for single directories, check for orders marked "Bundle Quantity — 4 Directories." For these orders, apply the label to a carton of four directories.

Make copies of district receipts received during the week from CAG H-L post offices, stations, and branches and forward them to the National Customer Support Center at the address below.

At the close of business each Friday, forward all PS Forms 4326 received during the week from CAG A-G post offices, stations, and branches to:

NATIONAL ZIP CODE DIRECTORIES
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 101
MEMPHIS TN 38188-0001

Requisitions

Offices that anticipate insufficient supplies of Publication 65 for customer demand must obtain additional supplies from the accountable paper unit at the district. If the district coordinator anticipates that customer demand will exceed available quantities for the entire district, the coordinator makes a written request indicating the number of publications needed. Orders must be in pallet lots (one pallet contains 160 publications). Send this request to the National ZIP Code Directory Coordinator at the address below.

Obsolete Copies

After receiving the 1998 edition, offices must dispose of all copies of the previous edition of Publication 65, *1997 National Five-Digit ZIP Code and Post Office Directory*, in stock or in use, or present them locally for recycled paper.

National ZIP Code Directory Coordinator

District coordinators who encounter problems with distribution of Publication 65 or who require additional information may contact the National ZIP Code Directory Coordinator:

NATIONAL ZIP CODE DIRECTORIES
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 101
MEMPHIS TN 38188-0001
1-800-238-3150

Post offices should direct inquiries to their district coordinators and not contact the national coordinator. Customer inquiries may be directed to the directory orders department of the National Customer Support Center at 800-331-5746.

—Address Management, Operations Support, 2-12-98



National Five-Digit ZIP Code And Post Office Directory
Order Form For Mail Order Use

A. Customer Information (Please print)

Attention Name

Customer's Purchase Order Number
Attach Original Purchase Order

Firm/Company Name

Complete Street Address (include Apt/Ste #), PO Box or Rural and RR Box

City or Post Office State ZIP+4 Code

Foreign Country Name (When Applicable) Area Code Phone Number

B. Ordering Instructions

- Enter the quantity of Five-Digit ZIP Code directories desired in the blocks below. Multiply by the prices shown and enter the purchase amount(s).

	QUANTITY		PURCHASE AMOUNT	
a. Soft-Bound	<input type="text"/>	X \$ 21.00 per set	= \$	<input type="text"/>
b. Hard-Bound	<input type="text"/>	X \$ 27.50 per set	= \$	<input type="text"/>
c. Cases (8 sets soft-bound per case)	<input type="text"/>	X \$ 168.00 per case	= \$	<input type="text"/>

TOTAL PURCHASE AMOUNT

- Add the purchase amounts in block 1a, 1b and 1c and enter the sum here.

- You may claim a maximum discount of \$1 for each discount coupon from inside the front cover of out-of-date National Five-Digit ZIP Code and ZIP+4 Code State directories. (Do not send more coupons than the number of directories you are ordering). Multiply the number of enclosed coupons by 1 (one) and enter the amount here.

DISCOUNT

- Subtract the discount in step 3 from the purchase amount in step 2 and enter the amount here. Make check or money order payable to "United States Postal Service." Returned checks will incur a \$20.00 fee.

AMOUNT DUE

- Indicate the method of payment in the box provided and mail this form, with your payment and coupon(s) to:

NATIONAL FIVE-DIGIT ZIP CODE DIRECTORY ORDERS
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

Payment Method

Make check or money order Payable to "UNITED STATES POSTAL SERVICE!"

Check Money Order Visa MasterCard
 American Express Discover

Card #:

Card expiration date: ___ / ___ T.I.N.: _____

Authorized Personnel (please print) _____

Signature _____

The signature above accepts total responsibility governing the use of this card and agrees to comply with the terms of the issuer.

NOTE: Copies reproduced from this form may be used for ordering additional directories. Orders will generally be filled within four weeks after mailing. However, additional time may be required during certain periods. Customers who need assistance may call 1-800-331-5746 Ext. 4641.

1998 Publications 66 and 66-A, ZIP+4 State Directory

Post offices and other postal units will receive one copy of the 1998 edition of Publication 66-A, *ZIP+4 State Directory* (for internal and lobby use), for their respective states in mid-February. There are 37 Publications 66-A, numbered 66-01A through 66-37A. Each directory covers a specific state or combination of states and may consist of more than one volume. Texas, for example, has three volumes because of its many address records. Washington, DC, is included in directories for the neighboring states of Maryland and Virginia.

This directory is not intended for use by bulk mailers or their agents to qualify a mailing for ZIP+4 or prebarcoded discount rates.

If post offices need additional copies of Publication 66-A, account representatives (ARs) and postmasters may order them by completing PS Form 4242, *ZIP+4 Code State Directory Order Form for Mail Order Use*, according to ordering instructions previously supplied to all ARs. PS Form 4242 should include the post office finance number and be mailed to the National Customer Support Center:

ZIP+4 CODE STATE DIRECTORY ORDERS
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 101
MEMPHIS TN 38188-0001
TELEPHONE: 1-800-238-3150

PS Form 4242 includes the two-letter state abbreviation for each state. Offices should normally display only home state ZIP+4 directories. However, if postmasters determine that a demand exists, they may order and display neighboring state directories. PS Form 4242 may be ordered from the Distribution Center by TTOE using PSN 7530-02-000-9208 or mailing in a PS Form 7380.

Post offices needing binders to display Publication 66-A in their lobbies should follow procurement procedures for postal products items as outlined in *Postal Bulletin* 21956 (10-9-97).

Sale of ZIP+4 State Directories

Publication 66, *ZIP+4 State Directory* (for external use), also is available to customers by mail order purchase only. Publication 66 is not sold at postal retail units. The price is \$21 per state directory, whether it is a single or multivolume directory. Customers purchasing Publication 66 may submit the coupon from the inside cover of the 1997 edition of Publication 66 to receive a \$1 discount.

Offices should supply interested customers with PS Form 4242 (October 1996; see page 7). Offices must destroy obsolete versions of PS Form 4242 and may duplicate the current version. Both material distribution centers and the district offices stock PS Form 4242.

—Address Management, Operations Support, 2-12-98

Zone Charts on Diskette

The official national USPS zone charts are available on diskette. This program was written by the National Customer Support Center (NCSC) and may be used on any DOS, Windows, or OS/2 computer.

Zone chart data on diskette does not require a program to be written to execute the data. This diskette was carefully designed for customers who do not have a programming staff.

The diskettes are sold for \$50. This product is copyrighted and unauthorized copying is forbidden; however, a licensee agreement is available to customers for authorization to

make additional copies. Diskettes may be ordered from the NCSC by calling 800-238-3150 or by sending PS Form 8184, *Zone Chart Data Order Form* (January 1997), to the address below:

ATTN ZONE CHART PROGRAM ADMINISTRATOR
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKY STE 101
MEMPHIS TN 38188-0001

PS Form 8184, shown on pages 9 and 10, is not stocked at the material distribution centers. Copies may be reproduced locally as needed.

—National Customer Support Center,
Operations Support, 2-12-98



**ZIP+4 Code State Directory
Order Form For Mail Order Use**

A. Customer Information (Please print)

Attention Name _____

Customer's Purchase Order Number _____
Attach Original Purchase Order

Firm/Company Name _____

Complete Street Address (include Apt/Ste #), PO Box or Rural and RR Box _____

City or Post Office _____ State _____ ZIP+4 Code _____

Foreign Country Name (When Applicable) _____ Area Code _____ Phone Number _____

Publication List

Pub No	Qty.	State(s)	Pub No	Qty.	State(s)	Pub No	Qty.	State(s)	Pub No	Qty.	State(s)
66-01	_____	Maine	66-11	_____	Georgia	66-25	_____	Idaho	66-34	_____	Washington
		New Hampshire	66-12	_____	Florida			Montana	66-35	_____	Hawaii
		Vermont	66-13	_____	Michigan			North Dakota			Caribbean
66-02	_____	Massachusetts	66-14	_____	Ohio			South Dakota			Locations:
66-03	_____	Connecticut	66-15	_____	Indiana			Wyoming			Puerto Rico
		Rhode Island	66-16	_____	Kentucky	66-26	_____	Kansas			Virgin Islands
66-04	_____	New York			West Virginia			Nebraska			Pacific Locations:
66-05	_____	Pennsylvania	66-17	_____	Tennessee	66-27	_____	Oklahoma			Federated States
66-06	_____	New Jersey	66-18	_____	Alabama	66-28	_____	Texas			of Micronesia
66-07	_____	Delaware	66-19	_____	Wisconsin	66-29	_____	Colorado			Guam
		Dist of Columbia	66-20	_____	Illinois	66-30	_____	Arizona			Mariana Islands
		Maryland	66-21	_____	Minnesota			New Mexico			Marshall Islands
66-08	_____	Dist of Columbia	66-22	_____	Iowa	66-31	_____	Nevada			Palau
		Virginia	66-23	_____	Missouri			Utah			Samoa, American
66-09	_____	North Carolina	66-24	_____	Arkansas	66-32	_____	California	66-36	_____	Overseas Military
66-10	_____	South Carolina				66-33	_____	Alaska	66-37	_____	Mississippi
								Oregon			Louisiana

B. Ordering Instructions

- Enter the quantity of each directory desired in its quantity column above. Add the quantity columns and enter the sum here. → **QUANTITY**
- Multiply the total quantity in step 1 by \$21.00 and enter the amount here. → **PURCHASE AMT**
- You may claim a maximum discount of \$1 for each discount coupon from inside the front cover of out-of-date Five-Digit ZIP Code and ZIP+4 Code State directories. (Do not send more coupons than the number of directories you are ordering). Multiply the number of enclosed coupons by 1 (one) and enter the amount here. → **DISCOUNT**
- Subtract the discount in step 3 from the purchase amount in step 2 and enter the amount here. Make check or money order payable to "UNITED STATES POSTAL SERVICE." Returned checks will incur a **\$20.00 fee**. → **AMOUNT DUE**

5. Indicate the method of payment in the box provided and mail this form, with your payment and coupon(s) to:

ZIP+4 CODE STATE DIRECTORY ORDERS
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

Payment Method
Make check or money order Payable to "UNITED STATES POSTAL SERVICE"

Check Money Order Visa MasterCard
 American Express Discover

Card #: _____

Card expiration date: ____ / ____ T.I.N.: _____

Authorized Personnel (please print) _____

Signature _____
The signature above accepts total responsibility governing the use of this card and agrees to comply with the terms of the issuer.

NOTE: Copies reproduced from this form may be used for ordering additional directories. Orders will generally be filled within 4 weeks after mailing. However, additional time may be required during certain periods. Customers who need assistance may call 1-800-331-5746 Ext. 4641.

For USPS Use: _____

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ZONE CHART DATA ORDER FORM

Customer Information *(Please print)*

Attention Name
 Firm/Customer Name
 Complete Street Address, PO Box or Rural and RR Box Apt/Suite #
 City or Post Office State ZIP+4
 Foreign Country Name *(When applicable)* Area Code Phone Number

Data Characteristics by Format Number			
	Format 1	Format 2	Format 3
Record Length	25	2001	8
Blocksize (Factor)	3000	2001	800
Record Per Block	120	1	100
Label Size	Not labeled	Not labeled	Not labeled

Media Configurations Table			
Code	Description	Code	Description
A	Tape 6250 BPI EBCDIC	F	Diskette 1.2 Meg IBM *
B	Tape 6250 BPI ASCII	G	Diskette 1.44 Meg IBM *
C	Tape 1600 BPI EBCDIC	H	Download File Via RIBBS
D	Tape 1600 BPI ASCII	I	ZONE Chart Program on Diskette
E	Cartridge IBM 3480 38K		
(Circle requested item code)			

Media Configuration
The ZONE Chart program is available in various media configurations. The following codes are available to each format. Format 1: Codes A - E, and H Format 2: Codes A - H Format 3: Codes A - E, and H ZONE Chart (Menu) Program on Diskette: Code I

Check appropriate format:

	<u>Copies</u>	<u>Price</u>	<u>Cost</u>
Format 1: Official Zone Charts: <input type="checkbox"/> Data used for printing USPS Zone Charts in post offices	_____ X	\$ 35.00 =	\$ _____
Format 2: Official Zone Charts: <input type="checkbox"/> Matrix generator	_____ X	\$ 35.00 =	\$ _____
<input type="checkbox"/> Diskette (ASCII file)	_____ X	\$ 35.00 =	\$ _____
Format 3: <input type="checkbox"/> Official Zone Charts: Format 1 without printing requirements	_____ X	\$ 35.00 =	\$ _____
<input type="checkbox"/> Zone Charts Program: Diskette (DOS, Windows)	_____ X	\$ 50.00 =	\$ _____
<input type="checkbox"/> Official Zone Charts: Complete hardcopy (526 pages)	_____ X	\$ 15.00 =	\$ _____
<input type="checkbox"/> Express Mail Service: (For cost, call Customer Service, 1-800-238-3150 Ext. 4640 or 4454)	_____ X	\$ _____ =	\$ _____

Total Cost \$ _____

For Payment Method see reverse side of this form.

NOTE: Customers may receive, free of charge, zone charts for their originating mail from local post offices. Do not request copies of individual zone charts using this order form. Customers who need assistance may call Customer Service at 1-800-238-3150. Please allow 10 business days for processing and delivery of all products. For Express Mail orders, please allow 5 business days.

Send check & order form to:
 ZONE CHART DATA ORDER CENTER
 NATIONAL CUSTOMER SUPPORT CENTER
 UNITED STATES POSTAL SERVICE
 6060 PRIMACY PKWY STE 201
 MEMPHIS TN 38188-0001

For USPS Use Only
Control Number:
Check Number:

PS Form 8184, January 1997 (Reverse)

Payment Method	
Make check or money order Payable to "United States Postal Service"	
<input type="checkbox"/> Tax ID #	<input type="text"/>
<input type="checkbox"/> Purchase Order #	<input type="text"/>
<input type="checkbox"/> Check	<input type="checkbox"/> Money Order
<input type="checkbox"/> Discover	<input type="checkbox"/> American Express
<input type="checkbox"/> Express Mail	<input type="text"/>
Corporate Acct. #	<input type="text"/>
Credit Card #	<input type="text"/>
Card expiration date:	____ / ____
Authorized Personnel (please print)	
Signature	
The signature above accepts total responsibility governing the use of this card and agrees to comply with the terms of the issuer.	
Bill To:	
(Complete only if shipping address is different from mailing address)	
Attention	
Company	
Address	
City, State, ZIP+4	

Customer Relations

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of

1 million pieces or more, should contact Customer Relations Program Management at 202-268-5885 at least 1 month preceding the requested delivery dates.

Title of Mailing	Class and Type of Mail	Requested Delivery Date	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Current Easter 2 1998	Standard A/flat	Feb. 9–Feb. 12	1.9	Nationwide	CR-RT, 3/5-Digit, basic, barcode	8" x 10"
JCPenney Spring Fashion Sale	Standard A/flat	Feb. 12–Feb. 14	8.0	Nationwide	CR-RT	RR Donnelley
JCPenney Gold Rush Early Days	Standard A/postcard	Feb. 14–Feb. 16	3.9	Nationwide	CR-RT	NorthEast Graphics
The Company Store, Kitchen & Home	Standard A/flat	Feb. 16–Feb. 19	4.5	Nationwide	CR-RT, presorted	Quad/Graphics, Saratoga Springs, NY
Billy Graham Letter	Standard A/ltr	Feb. 16–Feb. 27	1.6	Nationwide	3/5-Digit, basic, barcode	3 7/8" x 7 1/8" envelope; Minneapolis, MN
JCPenney Swimwear	Standard A	Feb. 18–Feb. 20	2.3	Nationwide	CR-RT	Berlin Industries
Grand Avenue	Standard A/flat	Feb. 19–Feb. 24	1.3	Nationwide	CR-RT	7 5/8" x 10 7/8", World Color
JCPenney Spring 25% Off "Best Customer"	First-Class/postcard	Feb. 23–Feb. 25	4.0	Nationwide	CR-RT	ACE – Smyrna, GA
DECISION Magazine	Standard A/flat	Feb. 23–Feb. 27	1.5	Nationwide	CR-RT, 3/5-Digit, basic, barcode	8" x 10 5/8", 44-page envelope; Minneapolis, MN
LL Bean Inc 1998 Travel	Standard A/flat	Feb. 24–Feb. 26	1.5	Nationwide	CR-RT, 5-Digit, basic	7 7/8" x 8 15/16", 80 pages
JCPenney Spring 25%	Standard A/ltr	Feb. 24–Feb. 26	30.0	Nationwide	CR-RT	ACE – Smyrna, GA

—Customer Relations, Marketing, 2-12-98


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save your life



in the blink of an eye



**Remember your ABCs:
AIR BAG SAFETY:
BUCKLE EVERYONE!
CHILDREN IN BACK!**

You can save your life in the event of a crash. With air bags. Because air bags come out with tremendous force to create a buffer between you and your steering wheel, dashboard and windshield. But air bags work best when you wear both lap and shoulder belts and sit as far away as possible from the steering wheel.

Air bags have deployed one million times. Of the 33 adults that died from air bag injuries, most weren't wearing their seat belts. So save your life. Follow these tips.

- ◆ Always wear lap and shoulder belts. (Pregnant women should place the lap portion under their abdomen as low as possible on their hips.)
- ◆ Move the seat back as far as practical. Try to maintain 10-12 inches from the steering wheel.
- ◆ Children 12 and under should ride in a rear seat buckled up in child safety seats or seat belts approved for their age and size.
- ◆ Infants should NEVER ride in the front seat of a vehicle with a passenger side air bag.

A PUBLIC SAFETY MESSAGE FROM THE AIR BAG SAFETY CAMPAIGN
National Safety Council - 1025 Connecticut Ave. NW, -12th Floor - Washington, DC 20036-5405 - Infoline: (202) 625-2570

PLEASE POST ON ALL BULLETIN BOARDS

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February 1998

Have You Seen Any of These Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing children, tell your postal supervisor.



Gabriel Marinkovich
 Born: 12/13/90
 Date Missing: 8/19/96
 Missing From: Corpus Christi, TX



Gavin Krusor
 Born: 4/5/82
 Date Missing: 8/19/97
 Missing From: Fremont, CA



Jared Lenz
 Born: 3/18/81
 Date Missing: 10/31/97
 Missing From: Littleton, CO



Amanda Nealey
 Born: 2/16/82
 Date Missing: 10/7/97
 Missing From: Suches, GA



Alan Westerfield
 Born: 8/24/57
 Date Missing: 9/12/64
 Missing From: Fayetteville, NC



Terry Westerfield
 Born: 2/7/53
 Date Missing: 9/12/64
 Missing From: Fayetteville, NC

**Please call the National Center for Missing and Exploited Children
 Hot Line 1-800-843-5678
 TDD 1-800-826-7653**

Missing Children Poster Display Instructions

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations, and branches. Operators of contract postal units may display this poster at their option.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see *Postal Bulletin* 21536 (10-17-85) and 21926 (8-15-96).

Missing Children posters are available for the U.S. Postal Service only through periodic issues of the *Postal Bulletin*.

Domestic Mail

APO/FPO Changes

Make the following changes to the most recent APO/FPO tables.

APO/FPO	Action	Effective Date	See Restrictions
09135	Not Active	Immediately	
09521	Active	Immediately	B
09524	Active	Immediately	B
09542	Not Active	Immediately	
09646	Not Active	Immediately	
34085	Not Active	Immediately	
96285	Not Active	Immediately	
96325	Not Active	Immediately	
96385	Not Active	Immediately	
96615	Active	Immediately	B
96627	Not Active	Immediately	
96697	Active	Immediately	B

—*International and Military Mail Operations,
International Business Unit, 2-12-98*

Finance

HANDBOOK AS-709 REVISION

Credit Card Policies and Procedures for Local Buying

Effective immediately, Handbook AS-709, *Credit Card Policies and Procedures for Local Buying*, is revised to reflect Finance policy changes, VEHPARTS credit card merchant activity code change, deviation submission address, various address and telephone number updates, and the changes published in *Postal Bulletin* 21918 (4-25-96). A summary of the changes follows. The revised text of AS-709 appears on revision pages at the back of this *Postal Bulletin*. They also will be incorporated in an incremental update of Handbook AS-709 found via the Policies and Procedures page of the Intranet located at <http://blue.usps.gov>.

Rationale and Summary of Changes

Part 152 is changed by revising the last sentence to reflect Finance's new accounting procedures for reallocating credit card expense charges on the PSFR.

Part 153 is changed by revising the first sentence to reflect the new fiscal year 1998 capital equipment threshold of \$3,000, and the changes published in *Postal Bulletin* 21918 (4-25-96).

Part 175, paragraph f., is changed by adding the address for submission of AS-709 policy deviation requests.

Part 184.2 is changed by revising the merchant activity type code for VEHPARTS credit cards from 079 to 035.

Part 334.22 is changed by revising the phone number for the RMBCS' Merchant Card Group.

Part 334.82 is revised to reflect changes published in *Postal Bulletin* 21918 (4-25-96).

Part 421.36 is changed by revising the address for submitting Cardholder Statement of Questioned Item forms.

Appendix A, Exhibit 1-1, is changed by revising Agency Program Coordinator and Cosponsor Contact information.

Appendix A, Exhibit 3-3, paragraph f., is revised to reflect Finance's new management instruction covering meal and refreshment expenses.

Appendix A, Exhibit 3-4, paragraph j., is revised to reflect changes published in *Postal Bulletin* 21918 (4-25-96).

Appendix A, Exhibit 4-1b, and Tear-out Reproducible Documents — USPS Cardholder Account Update, USPS Approving Official (CCAO) Account Update, and RMBCS Cardholder Statement of Questioned Item — are revised to reflect the current address for IMPAC Customer Service.

—Policies, Planning, and Diversity,
Purchasing and Materials, 2-12-98

Revenue Unit for Fiscal Year 1997

The revenue unit for Fiscal Year 1997 is \$302.90. This is the average revenue for 1,000 pieces of originating mail and special service transactions. The revenue unit is used in the process of determining the proper Cost Ascertainment Group (CAG) for post offices.

—Corporate Accounting, Finance, 2-12-98

Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 412

Keep all foreign order notices for use as reference.

Final Orders

The Tentative Decision and Order issued against the following has become final:

Australia

ALA
PO BOX 251
TULLAMARINE VIC 3043
AUSTRALIA

ALA
POST OFFICE BOX 6080
SILVERWATER NSW 2128
AUSTRALIA

Canada

EMS
PO BOX 80350
BURNABY BC V5H 3X6
CANADA

ILMC
SUBSCRIPTION DEPARTMENT
SUITE #229 #800-15355 24TH AVENUE
SURREY BC V4A 2H9
CANADA

Do not dispatch any mail to the above. Place the mailpieces in a pouch endorsed Foreign Order Mail and send it to:

POSTMASTER
CLAIMS AND INQUIRY
JAMES A FARLEY BLDG RM 2029-A
NEW YORK NY 10199-9652

Do not place any endorsement on the mailpieces themselves. Personnel may post this notice at the outgoing primary. They must post it on the Foreign Order Board at all Processing and Distribution Plants, designated international exchange offices, and customer service plants.

—Judicial Officer, 2-12-98

Withholding of Mail Orders

Withholding of mail orders is enforced by postmasters at the cities listed below:

State/City	Names Covered
CA, Hayward 94544-4627	American First Financial, 27245 Huntwood, #1, and
CA, San Lorenzo 94580-1540	15934 Hesperian Boulevard, #116
DE, Newark 19702-4798	The Surname Black, 560 Peoples Plaza #105
NV, Las Vegas 89122-7607	Any And All Names, 6041 Dodd Street
NV, Las Vegas 89109-1134	George Phillips, 2961 Industrial Road, Suite 58
NC, Wilmington 28408-5329	Any And All Various Names Including The Surname Clapp, Post Office Box 15329
PA, Belle Vernon 15012-1808	Any And All Of Various Names Other Than The Surnames Miller And Rowley, 428 Fell Street

—Judicial Officer, 2-12-98

Domestic Orders

False representation is enforced by the postmaster at the cities listed below:

State/City	Names Covered	Product
NV, Henderson 89015-7564	Allstates, 850 South Boulder Hwy., Suite 119 and	A false billing scheme.
SD, Rapid City 57702-2314	Industrial & Commercial Prod., 3213 West Main – 306 and	
WY, Cheyenne 82009-4945	Industrial & Commercial Prod., 1740 Dell Range Blvd., Suite 508 and	
VT, Burlington 05401-3830	Energy Saving Prod. Co., 70 South Winooski Ave., Suite 238	

—Judicial Officer, 2-12-98

Missing U.S. Money Order Forms

Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

The *Postal Bulletin* is available on the World Wide Web on the U.S. Postal Service home page at <http://www.usps.gov>. To access a *Postal Bulletin*, go to

“Business,” then to “Business Publications,” and then to “The Postal Bulletin.”

The *Postal Bulletin* is also available on the Postal Service Intranet. Click on “Corporate Information,” then “Policies and Procedures,” then “Postal Bulletin.”

Back issues through *Postal Bulletin* 21883A (1-1-95) are available for downloading, as are the 1995, 1996, and 1997 annual indexes. Once downloaded, the *Postal Bulletin*, including all forms and posters, may be read and printed.

210 221 0548 to	391 104 6146 to	6199	405 325 0188 to	0198	420 277 0015 to	0049
210 221 0599	391 574 1466 to	1499	406 009 4587 to	4599	420 599 0734 to	0798
273 775 7700 to	391 783 3020 to	3599	406 260 6830 to	6899	420 661 4115 to	4199
273 775 7899	391 792 6100 to	6199	406 459 6641 to	6999	420 758 9500 to	9699
302 000 0000 to	392 668 2956 to	2999	406 733 3000 to	3999	420 969 3951 to	3971
302 123 9999	392 854 8500 to	8899	407 545 1557 to	1599	420 969 3973 to	3999
349 746 2056 to	393 584 7566 to	7699	407 594 0412 to	0599	421 116 3565 to	3599
2099	393 650 0074 to	0099	407 692 9100 to	9299	421 130 9300 to	9399
350 518 7350 to	393 838 8316 to	8499	407 959 2190 to	2199	421 313 4500 to	4999
7374	393 893 6007 to	6099	408 265 2275 to	2288	421 364 5537 to	5599
360 011 1690 to	394 126 6907 to	6999	408 499 7700 to	7799	421 656 2609 to	2699
360 168 6008 to	394 189 0405 to	0599	408 499 7900 to	7999	421 988 9700 to	9799
360 173 8800 to	394 822 3243 to	3278	408 682 8484 to	8599	422 172 4667 to	4699
362 861 3064 to	394 990 1810 to	1899	408 698 7015 to	7099	422 484 4212 to	4299
373 006 2176 to	395 343 3264 to	3299	409 072 3941 to	3999	422 556 1270 to	1299
2199	395 373 3035 to	3099	410 491 2311 to	2399	422 587 7024 to	7099
374 768 2600 to	395 396 9649 to	9799	410 694 8400 to	8599	422 819 7533 to	7599
375 169 4400 to	395 970 3240 to	3299	410 775 1500 to	1599	422 842 5073 to	5087
375 829 3400 to	397 622 4054 to	4099	410 795 7927 to	7999	422 907 7563 to	7599
375 851 9100 to	397 819 8902 to	8999	410 867 0917 to	0966	424 500 6050 to	6099
376 196 0911 to	398 149 7200 to	7699	410 867 0970 to	0999	424 641 8500 to	8599
378 085 3679 to	399 070 0872 to	0899	411 868 1023 to	1199	424 871 6600 to	6699
378 351 1063 to	399 156 7119 to	7199	411 922 2322 to	2399	425 298 2352 to	2399
379 843 5100 to	399 203 5064 to	5099	412 193 0900 to	0999	425 418 4269 to	4299
380 093 9600 to	399 296 9910 to	9999	412 395 8599 to	8699	425 418 4405 to	4499
9699	399 396 8935 to	8999	412 485 6500 to	6599	426 547 4566 to	4599
380 165 1165 to	399 792 7775 to	7799	412 485 6610 to	6699	427 412 6337 to	6499
381 325 4500 to	399 792 8300 to	8399	412 885 5953 to	5999	427 481 0900 to	0999
381 604 2510 to	400 427 1051 to	1999	414 193 3608 to	3674	428 027 2742 to	2752
381 645 9525 to	401 045 1505 to	1549	414 193 3677 to	3699	429 474 4172 to	4199
383 314 3968 to	401 045 1571 to	1599	414 411 7348 to	7399	429 889 2900 to	2999
383 892 1000 to	401 294 2700 to	2799	414 640 0757 to	0799	430 150 4401 to	4599
383 892 1382 to	401 310 9505 to	9599	414 965 1727 to	1799	430 172 9800 to	9899
384 925 3641 to	401 382 5312 to	5399	417 302 8104 to	8199	430 177 1900 to	2099
385 568 2331 to	402 578 7876 to	7899	417 387 6532 to	6599	430 444 9500 to	9699
385 599 7554 to	403 125 6744 to	6799	417 496 6800 to	6999	430 664 4070 to	4099
385 774 2024 to	403 260 7000 to	7499	417 871 9250 to	9299	432 168 8419 to	8499
386 624 1412 to	403 280 6470 to	6499	417 930 9533 to	9599	432 708 6800 to	6999
386 624 1412 to	403 685 8600 to	8699	418 164 6500 to	6799	432 744 1544 to	1599
386 883 8936 to	404 003 0300 to	0399	418 423 9863 to	9899	432 995 9775 to	9799
387 314 5574 to	404 041 8838 to	8899	418 633 5922 to	5999	433 003 5800 to	5899
387 837 6300 to	404 071 4268 to	4299	418 719 8520 to	8599	433 757 3047 to	3099
388 828 0656 to	404 347 5356 to	5399	418 744 2235 to	2299	433 765 4003 to	4099
389 696 2400 to	404 347 5548 to	5599	418 962 2848 to	2899	434 482 7060 to	7199
389 846 3104 to	404 726 4500 to	4599	419 543 0286 to	0299	434 513 2386 to	2399
389 846 3145 to	404 961 5001 to	5199	419 730 0300 to	0399	434 968 3076 to	3092
389 887 9211 to						
389 887 9234 to						
390 001 3182 to						
3199						
390 001 3500 to						
390 545 5974 to						

435 303 1831	to	1842	458 069 9665	to	9699	475 629 9156	to	9199	492 254 4800	to	4899
435 303 1986	to	1999	458 337 5222	to	5299	475 850 6101	to	6199	492 283 5100	to	5199
435 666 6092	to	6399	458 354 7653	to	7999	475 875 2500	to	2599	492 610 6813	to	6899
436 082 6400	to	6899	458 671 8678	to	8699	476 169 8264	to	8299	493 394 5568	to	5599
436 160 6441	to	6499	458 671 8721	to	8798	476 189 3000	to	3499	493 470 2562	to	2599
437 316 7115	to	7199	458 847 5044	to	5999	476 331 2480	to	2499	493 473 7700	to	7799
437 427 0500	to	3499	459 274 7624	to	7699	477 289 8601	to	8699	493 716 2153	to	2199
439 179 2300	to	2399	459 365 5432	to	5499	477 681 5206	to	5299	494 206 2972	to	2999
439 310 0458	to	0499	459 378 5764	to	5799	478 010 4243	to	4268	494 217 3446	to	3999
440 698 1947	to	1999	459 472 4816	to	4999	478 010 4270	to	4291	494 224 0500	to	0599
440 858 6300	to	6399	460 349 6878	to	6899	478 450 5071	to	5099	495 145 0600	to	0699
440 858 6420	to	7299	460 550 1909	to	1999	478 469 7838	to	7858	496 209 7425	to	7499
441 199 1655	to	1699	460 997 5234	to	5299	478 469 7883	to	7899	496 213 8728	to	8799
443 127 3648	to	3699	461 973 6443	to	6499	479 280 9800	to	9899	496 474 5226	to	5248
443 127 4000	to	4099	462 152 0107	to	0299	479 365 9116	to	9176	497 053 8517	to	8699
443 673 7900	to	7999	462 274 1072	to	1099	479 412 9900	to	9999	497 854 8673	to	8699
443 800 9335	to	9399	462 277 8373	to	8399	479 667 6190	to	6199	498 449 8888	to	8899
444 382 8822	to	8899	462 554 6051	to	6099	479 748 9680	to	9699	498 929 8285	to	8499
444 390 1667	to	1699	463 011 5529	to	5540	479 860 7000	to	7199	498 936 5310	to	5399
444 457 3854	to	3899	463 176 4115	to	4199	480 526 2000	to	2099	499 016 5425	to	5499
450 048 4173	to	4199	463 176 4229	to	4299	480 640 6330	to	6399	499 440 8575	to	8899
450 048 4442	to	4699	463 185 2600	to	2799	480 658 0568	to	0599	499 731 6717	to	6799
450 560 5173	to	5199	463 227 7711	to	7799	480 689 5100	to	5199	500 064 1858	to	1869
450 620 3077	to	3099	463 414 4869	to	4899	481 072 9463	to	9499	500 070 5725	to	7799
450 620 3135	to	3199	463 808 3484	to	3499	481 673 0074	to	0095	600 645 3223	to	3299
450 780 2716	to	2799	463 945 7400	to	7899	482 527 1500	to	1599	601 339 1200	to	1399
450 801 2700	to	2799	464 629 9000	to	9399	482 541 5255	to	5299	601 661 7700	to	7799
451 109 2967	to	2984	464 711 4332	to	4399	482 729 6800	to	6899	601 682 5343	to	5399
451 115 4110	to	4125	465 692 3963	to	3999	483 363 7207	to	7299	601 928 1600	to	1699
451 115 4127	to	4199	465 698 8300	to	8599	483 402 2356	to	2399	602 512 2972	to	2999
452 265 0074	to	0099	465 743 7745	to	7799	483 486 5100	to	5199	602 555 2400	to	2799
452 265 0246	to	0299	466 798 6056	to	6067	483 632 1521	to	1599	602 829 7061	to	7099
452 265 0335	to	0999	467 147 4300	to	4399	483 632 2600	to	2799	603 483 9572	to	9599
452 509 1169	to	1199	468 079 5782	to	5799	483 849 1615	to	1699	603 490 7200	to	7299
452 855 6471	to	6499	469 067 2817	to	2899	484 174 4803	to	5299	603 678 7100	to	7199
452 890 4679	to	4799	469 127 8000	to	8199	484 323 8900	to	9199	603 678 7662	to	7699
452 900 8215	to	8238	469 213 0359	to	0399	484 680 5000	to	5038	603 678 7902	to	7999
453 117 9146	to	9199	469 213 0500	to	0599	484 680 5040	to	5074	603 678 8418	to	8499
453 334 3631	to	3699	469 561 8011	to	8099	484 680 5077	to	5099	603 678 8700	to	9999
453 603 7841	to	7891	469 658 1961	to	1999	485 029 4913	to	4999	604 086 0880	to	0899
453 650 1140	to	1199	469 666 9900	to	9999	486 176 0600	to	0699	604 349 1414	to	1499
453 741 1300	to	1399	469 678 1900	to	1999	486 559 7555	to	7599	604 503 7776	to	7799
454 013 2919	to	2999	469 781 4900	to	4999	486 696 3023	to	3199	605 520 9037	to	9099
454 186 2411	to	2499	469 947 6960	to	6999	488 173 7900	to	7999	605 685 4010	to	4099
454 268 4883	to	4899	470 755 5800	to	5818	488 206 4100	to	4199	605 988 6467	to	6499
454 302 5400	to	5499	471 918 0300	to	0999	488 226 0200	to	0299	607 689 7951	to	7960
454 490 8300	to	8399	471 985 2408	to	2419	488 709 3906	to	3999	607 728 1276	to	1299
454 547 7434	to	7499	472 191 6700	to	6799	488 855 8359	to	8399	608 727 7100	to	7199
454 922 4867	to	4895	472 270 2555	to	2599	489 181 8963	to	8999	608 727 7273	to	7599
455 221 1348	to	1499	472 987 0213	to	0241	489 223 2000	to	2099	608 813 9950	to	9999
455 364 2147	to	2199	472 987 0290	to	0299	489 311 1930	to	1999	609 067 5325	to	5399
455 399 5400	to	5499	473 151 2069	to	2199	489 318 6200	to	6300	609 067 5488	to	5499
455 476 0676	to	0699	473 666 9138	to	9199	489 384 0027	to	0099	609 067 5600	to	5699
455 543 0618	to	0699	473 952 3429	to	3499	489 427 0658	to	0899	609 289 6123	to	6199
456 410 9006	to	9099	474 108 5402	to	5499	489 997 5252	to	5299	609 438 4400	to	4499
456 470 4146	to	4299	474 356 5193	to	5299	490 669 5850	to	6099	609 493 1100	to	1199
456 619 4460	to	4499	474 949 3366	to	3399	490 717 7080	to	7099	609 766 8091	to	8999
457 333 2686	to	2699	475 134 9362	to	9399	490 721 6000	to	6099	609 825 4100	to	4115
457 729 1767	to	1777	475 167 9667	to	9699	490 793 1500	to	2099	609 884 2981	to	2999
457 937 8615	to	8699	475 319 3415	to	3499	490 886 8171	to	8199	609 893 1000	to	1099
458 028 9810	to	9899	475 319 3649	to	3799	490 977 9221	to	9240	610 092 3200	to	3299
458 057 2712	to	2999	475 340 6400	to	6599	491 258 8100	to	9099	610 582 4200	to	4299
458 069 9537	to	9599	475 424 8410	to	8499	491 567 1376	to	1399	611 879 6939	to	6999

612 291 8013	to	8099	634 803 3239	to	3299	647 398 8300	to	8399	664 656 3055	to	3099
612 751 5171	to	5199	634 807 2474	to	2499	647 398 8481	to	8499	665 174 6400	to	6499
612 751 5226	to	5299	634 827 5900	to	5999	647 437 3000	to	4999	665 274 8208	to	8299
612 751 6083	to	6099	634 886 3428	to	3499	647 811 2188	to	2199	665 669 5400	to	5499
612 751 6268	to	6299	635 559 3449	to	3499	648 009 6057	to	6099	666 132 8226	to	8299
612 751 6572	to	6599	636 289 6214	to	6299	648 163 5300	to	5499	666 696 2209	to	2299
612 774 2111	to	2199	636 634 8007	to	8042	648 722 5283	to	5299	666 696 2309	to	2399
612 774 2254	to	2299	637 150 1200	to	1299	648 892 3164	to	3199	667 032 9300	to	9399
612 774 2500	to	2599	637 562 5828	to	5899	649 100 3989	to	3999	667 729 5529	to	5599
614 469 0979	to	0999	638 042 1647	to	1699	649 647 0370	to	0399	668 383 8400	to	8699
614 474 3000	to	3099	638 049 4984	to	4999	649 647 0522	to	0599	670 368 3400 to 3499		
614 521 3490	to	3499	638 318 1115	to	1199	649 647 5237	to	5399	670 369 7336	to	7399
614 645 1800	to	1899	638 318 1453	to	1499	649 647 5237	to	5399	670 750 7169	to	7199
614 832 1100	to	2099	638 885 0000	to	0299	649 647 9100	to	9299	671 046 6200	to	6399
615 017 7505	to	7599	638 903 4362	to	4373	649 666 7800	to	8299	671 251 5448	to	5499
617 711 6609	to	6699	639 415 1929	to	1999	650 114 7707 to 7719			671 926 5600	to	5799
617 760 5266	to	5299	639 415 2019	to	2099	650 130 3400	to	3599	672 444 2000	to	2999
617 813 3601	to	3699	639 420 6200	to	6299	650 213 0406	to	0499	672 828 3410	to	3499
618 840 9200	to	9299	639 469 3517	to	3799	650 555 1749	to	1799	673 167 5776	to	5799
619 551 7229	to	7299	639 605 2143	to	2199	650 564 1900	to	1999	675 464 3700	to	3799
619 859 3000	to	3099	639 657 8600	to	8799	650 627 4212	to	4299	675 464 4000	to	4199
620 073 9400 to 9499			640 289 7500 to 7599			650 736 2043	to	2099	676 365 5958	to	5999
621 614 7907	to	7930	640 289 7700	to	7999	650 739 1540	to	1699	680 112 9565 to 9599		
621 614 7932	to	7999	641 170 4420	to	4499	651 741 4415	to	4499	700 065 2570 to 2599		
621 648 8021	to	8199	641 318 3133	to	3199	651 882 2800	to	2899	700 065 4800	to	4899
621 648 8500	to	8599	641 378 6500	to	6999	652 754 6317	to	6399	700 190 3350	to	3359
621 904 8351	to	8599	641 383 8739	to	8799	653 131 4945	to	4999	700 228 6048	to	6099
621 916 1978	to	1989	641 877 3187	to	3299	653 426 3300	to	3399	700 650 0452	to	0499
622 989 8032	to	8099	641 877 3310	to	3399	653 455 4874	to	4899	700 666 1323	to	1349
623 076 9300	to	9399	642 355 8094	to	8199	654 238 0000	to	0399	700 786 9106	to	9142
623 819 5006	to	5099	642 355 8308	to	8999	654 404 3065	to	3092	700 859 0744	to	0758
623 895 8200	to	8399	642 900 0018	to	0099	654 962 2900	to	3199	701 028 6780	to	6899
623 917 0000	to	0099	643 030 6254	to	6299	655 103 5081	to	5199	701 213 3900	to	3999
623 917 0200	to	0299	644 066 0882	to	0899	655 523 2600	to	2999	701 267 2000	to	3999
624 468 5288	to	5299	644 069 0600	to	0699	656 305 2448	to	2499	701 335 7312	to	7399
624 665 3162	to	3198	644 077 7506	to	7699	657 347 4438	to	4999	701 369 2005	to	2050
625 088 6735	to	6799	644 085 8157	to	8199	657 710 8100	to	8999	701 503 2247	to	2299
625 916 9500	to	9799	644 112 9839	to	9899	657 780 0985	to	0999	701 553 6557	to	6599
625 968 8956	to	8999	644 373 9083	to	9099	658 586 1400	to	1499	701 601 3457	to	3499
627 005 3938	to	3999	644 380 1460	to	1499	658 877 8000	to	8199	701 605 5913	to	5999
627 384 3907	to	4099	644 733 4715	to	4799	658 880 8000	to	8199	701 708 1741	to	1799
627 496 7549	to	7599	644 900 9712	to	9799	659 398 7300	to	7399	701 736 3966	to	3999
627 708 3605	to	3699	644 901 0109	to	1299	659 706 8113	to	8199	701 838 2800	to	2899
627 776 2500	to	2599	644 901 1325	to	1399	659 846 7837	to	7899	701 941 0600	to	0699
628 226 3100	to	3199	644 923 6800	to	7799	660 510 4100 to 4199			702 171 1603	to	1699
628 814 4702	to	4799	644 932 4655	to	4699	660 673 0400	to	0599	702 254 9300	to	9399
628 851 9689	to	9699	644 932 4792	to	4799	661 488 5000	to	5099	806 087 1100 to 1499		
629 510 7200	to	7299	645 318 7240	to	7499	661 609 9100	to	9199	806 268 9275	to	9299
629 964 4200	to	4294	645 333 1766	to	1799	661 716 9420	to	9499	806 534 3400	to	3477
630 389 3056 to 3071			645 790 8632	to	8699	661 906 6522	to	6599	807 342 3283	to	3399
630 463 0588	to	0599	645 821 0657	to	0699	662 021 8332	to	8399	808 086 7100	to	7199
631 459 9117	to	9199	645 930 7948	to	7999	662 068 0700	to	0899	808 090 3440	to	3499
631 762 9325	to	9399	645 975 0737	to	0762	662 553 0774	to	0799	808 325 5161	to	5699
632 217 4933	to	4999	646 242 6200	to	6299	663 078 7034	to	7099	808 784 8000	to	8299
632 500 0000	to	99 9999	646 270 7639	to	7799	663 763 5300	to	5399	870 054 4814 to 4899		
633 110 4165	to	4199	646 798 4000	to	4999	663 883 7039	to	7499	870 491 4812	to	4849
633 110 4303	to	4499	647 048 7035	to	7099	664 253 8000	to	8499	870 541 7167	to	7239
633 438 6429	to	6599	647 049 2900	to	2999						
633 588 7173	to	7182									
634 725 0700	to	0799									

Missing Canadian Money Order Forms

Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only.

Do not cash new style money orders **000 000 001 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

000 000 001 to		702 051 501 to	1 750	708 116 251 to	6 310	718 466 370 to	6 420
692 600 000		702 053 601 to	3 800	708 138 301 to	8 480	718 568 451 to	8 479
692 720 871 to	0 900	702 104 368 to	4 900	709 222 591 to	2 920	718 590 741 to	0 770
692 876 955 to	7 050	702 128 306 to	8 400	709 243 479 to	3 500	718 714 210 to	4 370
693 290 380 to	0 400	702 179 891 to	9 900	709 411 171 to	1 320	718 795 881 to	6 000
693 290 426 to	0 450	702 260 751 to	0 850	709 649 804 to	9 820	718 961 721 to	1 780
694 063 700 to	3 897	702 410 595 to	1 050	709 733 281 to	3 580	718 982 001 to	2 300
694 063 900 to	4 000	702 660 151 to	0 540	710 046 813 to	6 840	719 869 731 to	9 760
694 550 501 to	0 530	702 723 429 to	3 450	710 358 093 to	8 166	720 227 871 to	7 930
694 595 031 to	5 050	703 004 401 to	4 820	710 358 257 to	8 270	720 227 949 to	7 960
694 595 087 to	5 300	703 083 819 to	4 020	711 021 501 to	1 510	720 368 543 to	8 570
694 698 551 to	8 650	703 432 131 to	2 230	711 049 411 to	9 560	720 392 151 to	2 570
695 105 313 to	5 350	703 626 061 to	6 090	711 408 045 to	8 090	720 556 491 to	6 640
695 142 809 to	3 050	703 863 121 to	3 240	712 003 381 to	3 650	720 558 621 to	8 650
695 144 666 to	4 700	703 863 477 to	3 540	712 104 220 to	4 230	720 575 361 to	5 570
695 272 601 to	2 750	703 867 801 to	7 980	712 327 861 to	7 890	720 590 152 to	0 179
695 277 576 to	7 650	704 030 628 to	0 640	712 327 952 to	7 980	721 638 331 to	9 170
695 530 761 to	0 800	704 154 024 to	4 120	712 647 061 to	7 090	721 815 391 to	5 420
696 487 701 to	7 800	704 227 561 to	7 829	713 284 171 to	4 260	721 969 713 to	9 740
696 784 101 to	4 550	704 227 831 to	8 069	713 292 871 to	2 990	722 072 137 to	2 160
696 870 601 to	0 650	704 228 071 to	8 100	714 035 101 to	5 160	722 378 265 to	8 280
697 047 501 to	7 600	704 420 344 to	0 490	714 155 011 to	5 400	722 413 990 to	4 004
697 052 101 to	2 350	704 568 751 to	8 990	714 328 231 to	8 440	722 764 948 to	4 980
697 217 251 to	7 400	704 965 301 to	5 770	714 442 952 to	2 980	722 825 840 to	5 889
697 249 952 to	0 050	705 116 780 to	6 790	714 562 843 to	2 860	723 153 841 to	3 850
697 414 886 to	4 900	705 280 801 to	0 980	714 590 391 to	0 430	723 237 616 to	7 630
697 469 606 to	9 700	705 475 651 to	6 040	714 609 811 to	9 930	723 331 081 to	1 110
697 850 401 to	0 750	705 566 127 to	6 280	714 609 961 to	9 990	723 496 443 to	6 470
698 098 446 to	8 550	705 740 581 to	0 730	714 807 181 to	7 240	723 967 291 to	7 320
698 300 251 to	0 300	705 782 796 to	2 820	714 871 321 to	1 500	724 655 196 to	5 340
698 504 383 to	4 650	705 822 271 to	2 480	714 928 529 to	8 590	724 711 441 to	1 500
698 533 927 to	4 200	706 180 148 to	0 290	715 128 183 to	8 330	724 711 538 to	1 560
698 562 268 to	2 400	706 184 041 to	4 220	715 144 171 to	4 470	724 793 221 to	3 250
699 090 686 to	0 750	706 357 861 to	8 190	715 197 211 to	7 570	724 908 109 to	8 120
699 752 699 to	2 850	706 382 419 to	2 430	715 595 910 to	6 180	724 937 461 to	7 670
700 068 473 to	8 500	706 628 735 to	8 820	715 941 781 to	1 810	725 163 118 to	3 151
700 161 501 to	1 650	706 638 211 to	8 420	715 962 421 to	2 480	725 202 735 to	2 750
700 202 522 to	2 700	706 817 959 to	8 000	716 477 396 to	7 430	725 398 591 to	8 800
700 290 275 to	0 300	707 034 391 to	4 450	716 556 635 to	6 660	725 464 591 to	4 920
700 465 730 to	5 750	707 292 636 to	2 660	717 191 648 to	1 690	725 475 321 to	5 330
700 561 444 to	1 550	707 441 401 to	1 687	717 193 161 to	3 490	725 711 057 to	1 070
701 423 101 to	3 150	707 441 836 to	1 940	717 228 591 to	8 680	725 738 581 to	8 730
701 625 469 to	5 550	707 958 541 to	8 570	717 333 902 to	3 950	725 981 311 to	1 430
701 643 829 to	3 850	707 960 107 to	0 160	717 739 745 to	9 910	725 987 835 to	7 880
701 945 451 to	5 500	708 059 941 to	60 000	717 884 991 to	5 050	726 060 811 to	0 900
702 033 701 to	4 050	708 115 830 to	5 860	718 026 171 to	6 290	726 391 970 to	2 520

726 484 771 to 4 800	729 839 101 to 9 130	732 018 481 to 8 600	734 389 273 to 9 290
726 493 351 to 5 300	730 077 683 to 7 840	732 067 972 to 8 370	734 440 031 to 0 111
726 504 031 to 4 063	730 109 847 to 9 880	732 086 374 to 6 400	734 588 040 to 8 370
726 504 070 to 4 090	730 373 761 to 3 850	732 188 649 to 8 670	734 736 661 to 6 810
726 504 331 to 4 390	730 501 951 to 2 130	732 193 460 to 3 470	734 797 201 to 7 320
726 563 701 to 4 060	730 519 379 to 9 470	732 201 241 to 1 390	734 950 111 to 0 170
726 599 371 to 9 460	730 569 278 to 9 360	732 355 201 to 5 380	735 120 331 to 0 840
727 182 271 to 2 510	730 711 711 to 1 740	732 446 761 to 6 850	735 123 061 to 3 690
727 416 181 to 6 240	730 722 991 to 3 230	732 472 320 to 2 560	735 293 131 to 3 220
727 481 431 to 1 460	730 845 970 to 5 990	732 507 811 to 7 900	736 366 051 to 6 110
727 749 241 to 9 780	730 888 291 to 8 320	732 541 605 to 1 620	737 628 098 to 8 120
728 382 331 to 2 480	730 927 591 to 7 680	732 572 221 to 2 490	737 628 181 to 8 210
728 458 201 to 8 260	731 307 914 to 7 930	732 586 479 to 6 710	737 634 258 to 4 270
728 702 338 to 2 400	731 402 431 to 2 460	732 961 261 to 1 320	
728 915 371 to 5 850	731 407 232 to 7 320	732 994 037 to 4 080	
728 953 141 to 3 410	731 588 301 to 8 340	733 163 449 to 3 460	
729 169 081 to 9 140	731 703 211 to 3 240	733 297 171 to 7 290	
729 363 841 to 3 870	731 767 273 to 7 320	733 446 631 to 7 110	
729 682 891 to 3 190	731 781 061 to 1 120	733 474 665 to 4 770	
729 838 940 to 9 070	731 841 377 to 1 450	733 704 482 to 4 570	
	731 837 821 to 7 910	733 751 041 to 1 130	
		733 971 138 to 1 210	

—Inspection Service, 2-12-98

Counterfeited Canadian Money Order Forms

Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*.

671,819,086	686,794,382
676,612,640	686,794,426
677,891,039	686,794,427
678,282,493	686,794,431
678,916,031	687,262,502
679,552,215	687,262,503
679,751,983	687,262,525
679,694,334	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

—Inspection Service, 2-12-98

800 Number Available to Verify Canadian Money Orders

The Canada Post Corporation is now providing an 800 number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 1-800-563-0444.

This 800 number is printed on the back of the Canadian Postal Money Orders.

—Inspection Service, 2-12-98

Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be destroyed. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or

"agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

005040	011302	020521	025419	046056	068008	077482	088623	091464	093083	094641	096320	097197
005089	011336	020550	026068	048305	068027	077617	088729	091563	093091	094664	096325	097216
005124	012335	021017	026236	049077	068126	077629	089176	091579	093094	094685	096335	097232
005180	012373	021026	026395	049304	068269	077740	089363	091638	093155	094698	096343	097260
005213	013105	021050	027109	050058	068292	077908	089518	091668	093366	094708	096367	097350
005214	013219	021054	027273	053017	068310	077911	089615	091697	093397	094730	096383	097358
005337	014233	021161	027546	054265	068426	078111	089682	091708	093443	094746	096385	097402
005485	014805	021242	027861	055023	068429	078206	089742	091720	093540	094779	096397	097406
005550	014950	021247	027878	055046	069028	078419	090116	091727	093587	094786	096401	097411
005648	015017	021267	027895	055140	069203	078840	090163	091736	093590	094843	096427	097431
005805	015204	021315	027926	057010	069268	078890	090164	091738	093606	094904	096462	097509
005816	015232	021365	027929	058005	069749	078910	090217	091742	093650	094912	096467	097510
005883	015263	021389	028182	060110	069846	079790	090260	091745	093663	094983	096469	097577
005901	015444	021465	028238	060280	069871	079932	090344	091828	093668	094989	096492	097616
006180	015555	021477	028244	060374	070256	079935	090382	091834	093732	095006	096513	097646
006357	016142	021482	028318	060647	070293	080038	090477	091844	093752	095007	096531	097657
006622	016353	021545	028593	061033	070300	080097	090499	091941	093776	095154	096562	097684
006709	016529	021565	028615	061133	070461	080190	090500	091957	093800	095172	096573	097686
006872	016554	021583	028693	061138	070466	080202	090539	092009	093838	095186	096574	097763
006949	016654	021651	028792	061443	070483	080251	090559	092010	093873	095242	096578	097770
007125	016788	021666	028806	061641	070551	080277	090565	092031	093880	095247	096584	097783
007140	018057	021741	028857	062100	070569	080307	090587	092068	093884	095405	096596	097787
007179	018097	021769	028918	064032	070609	080402	090627	092077	093891	095412	096604	097792
007252	018130	021833	029102	064270	070786	080405	090628	092094	093934	095431	096609	097840
007287	018159	021838	029446	064441	070936	080419	090638	092109	093938	095446	096617	097851
007304	018272	021856	029460	064481	070967	080430	090639	092209	094033	095484	096648	097875
007398	018392	021932	029500	064506	070977	080484	090708	092227	094060	095585	096651	097916
008206	018431	021935	029614	064584	070994	080535	090787	092275	094063	095686	096700	097929
008254	018447	021985	029644	064660	071105	080554	091008	092327	094091	095745	096719	097932
008423	018477	022001	029657	064705	071110	080559	091046	092337	094102	095785	096727	097962
008480	018479	022107	029740	064810	071153	080579	091076	092379	094132	095803	096738	098052
008580	018503	022180	030008	065152	071172	080585	091125	092439	094138	095823	096759	098057
008583	018536	022190	030140	065322	071470	080680	091208	092466	094143	095841	096786	098062
008614	018759	022223	030460	065350	071506	085215	091217	092487	094154	095856	096802	098070
008682	018787	022521	032034	065506	075086	085362	091229	092497	094232	095877	096809	098073
008754	018788	022528	032115	065529	075145	085385	091233	092530	094251	095903	096840	098092
008814	018867	022686	034029	065649	075373	085399	091240	092572	094261	095982	096863	098107
008906	018943	022737	034625	065684	075427	085422	091250	092592	094298	096008	096925	098118
009503	018993	022810	037111	065833	075464	085587	091257	092624	094348	096030	096927	098121
009544	019071	022889	038094	065878	075485	085703	091262	092639	094354	096031	096937	098125
009729	019072	022891	038210	065976	075584	085916	091285	092661	094390	096033	096973	098168
009945	019184	022948	040038	065994	075784	088025	091293	092666	094403	096064	096974	098176
010256	019238	023259	040134	066024	075858	088115	091298	092741	094410	096082	097001	098193
010363	019281	023367	040301	066070	076153	088274	091332	092788	094423	096093	097011	098195
010492	019294	023478	040316	066355	076502	088285	091339	092804	094496	096117	097027	098222
010537	019343	023506	040349	067104	076614	088410	091346	092811	094554	096119	097031	098245
010607	019381	023621	041017	067108	076757	088511	091404	092915	094556	096142	097033	098255
010633	019726	024021	042007	067115	076792	088582	091421	092955	094584	096217	097044	098256
010652	020315	025190	042307	067134	076959	088591	091432	092957	094587	096232	097059	098371
010665	020447	025241	044106	067311	077211	088610	091437	093045	094595	096284	097164	098384
010694	020505	025334	044304	067319	077361	088622	091447	093059	094599	096300	097181	098466

098485	104360	111316	117575	151220	192822	207849	221651	300467	323639	335465	359045	432810
098550	104392	111317	117716	151223	193245	207854	221660	300600	324026	335508	361167	432875
098562	104429	111331	118019	152024	193279	207870	223267	300645	324032	335523	363004	432913
098589	104441	111414	118121	152072	193290	207872	223275	300666	324466	335603	363031	432924
100091	104446	111467	118491	152075	193495	207880	223326	300851	325023	335897	363117	432929
100093	104474	111484	118741	152184	193525	207886	223380	300993	325038	336002	363126	432930
100102	104475	111491	118983	152247	193569	208193	224022	301044	325626	336010	364002	441044
100152	104485	111626	119064	152478	193574	208214	229024	301083	325635	336028	366012	441077
100270	104520	111685	119436	152637	193611	208340	230013	301100	325803	336038	366031	441094
100351	104529	111750	119490	152882	193658	208379	232304	301132	325873	336057	366153	441100
100478	104534	111777	120305	156118	193689	208406	235183	301191	326250	336059	372945	441102
100491	104586	111880	120315	156193	195050	208445	235239	302258	326531	336062	372997	441111
100590	104595	111883	121223	159124	196125	208446	235262	303587	326675	336370	378135	441156
100610	104601	111994	121257	159242	196171	208463	235281	303648	326724	336500	379269	441162
100875	104610	112719	122314	165052	197024	208519	235285	303740	327659	336547	379511	441163
101129	104617	112794	123152	165061	198211	208522	235311	305329	327839	336626	379515	441168
101234	104640	112833	124060	165063	199062	208533	235361	305408	328906	337008	379527	441216
101239	104645	113009	124145	165140	200163	208586	235388	306628	329673	337027	381065	441222
101315	105153	113025	124154	165178	200290	208629	235464	306849	330043	337380	381197	441226
101459	105504	113125	125038	165204	200397	208643	242803	307041	330207	337515	381447	441240
101730	105544	113175	125066	165211	200426	208677	244012	311015	330231	338020	381490	441262
101731	105722	113192	125204	165334	200440	208678	248681	311178	330236	338329	381741	441273
101785	105991	113230	125329	165346	200499	208691	253269	311197	330269	339006	381950	441279
101808	106062	113237	125393	170070	200610	208704	253299	311275	330795	339032	382034	441302
101916	106303	113244	125424	170302	200730	208714	254009	311592	330868	339127	391085	441303
101988	106465	113327	126037	170305	206044	208758	258009	312361	331034	339215	391160	441337
102035	106572	113436	128916	171259	206097	208775	261020	312453	331050	339404	392226	441342
102108	107048	113526	131012	173066	206117	208839	265020	320034	331544	339466	392541	441346
102112	107247	113692	132047	178063	206126	208870	272139	320072	331737	339861	392552	441375
102190	107332	113767	134021	180039	207024	208873	272161	320081	331913	340015	394228	441479
102466	108235	113840	134053	180077	207102	208932	272190	320179	332032	340039	400057	441513
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102565	108426	113907	136123	183016	207194	209190	272301	320813	332320	340150	402232	441536
102623	108440	113912	137002	184004	207218	209225	274105	320982	332509	340173	402252	441543
102971	108761	113962	142107	184060	207284	209229	274315	321005	332820	340402	402466	441558
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103132	109168	114482	142208	186025	207327	210004	275100	321098	332867	340485	402822	441562
103143	109555	114522	142599	186038	207408	210168	276062	321143	333031	340616	402842	441569
103163	109613	114524	142652	187004	207566	210329	276084	321162	333133	340792	405004	441570
103167	109669	114554	142853	187018	207608	210546	280034	321256	333163	340929	405018	441628
103179	109683	115066	146338	187078	207609	210553	282678	321275	333401	340940	405022	441667
103500	109796	115139	146340	191062	207622	210558	282780	322002	333463	340955	405123	441668
103573	109800	115171	146387	191074	207649	210562	282875	322054	333595	344071	405194	441697
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103804	110229	115487	146499	191311	207717	212880	286070	322212	334959	347098	410222	441810
103821	110261	115652	146560	191708	207746	212982	286105	322243	335062	349431	421038	441845
103859	110285	115759	146585	191838	207753	220225	286148	322276	335063	349532	422001	441849
103879	110334	115956	146612	191861	207772	220319	287041	322294	335067	349548	423056	441855
104062	110378	117120	146668	191929	207782	220339	292357	322299	335068	349569	430030	441888
104067	110399	117243	146683	192069	207815	220360	293297	322311	335076	349638	430144	441949
104108	110496	117256	146719	192434	207817	220540	293304	322430	335080	349668	430173	441966
104132	110739	117324	146739	192508	207822	221003	294330	322968	335081	349845	432458	441980
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450023	480720	482647	532236	600455	606544	631485	641906	701878	752668	781059	809143	852189
450057	480925	482698	532601	600463	606766	631492	641923	701886	752738	782178	809200	852219
450104	481300	482727	532849	600651	606930	631496	641975	701931	752784	782661	809236	852322
450112	481427	482746	532892	600691	607116	631513	652405	701942	754016	784198	809244	852350
450122	481441	482794	537157	600807	607435	631514	657111	701953	757060	784368	809312	852430
450179	481469	482814	537299	600823	607547	631516	658193	701962	757161	784398	810020	852462
451009	481470	482826	537338	600853	608057	631543	658220	705055	757290	785348	811026	852473
451062	481508	482852	547553	600889	608124	631545	660043	708559	757530	787484	812018	852501
452093	481517	482861	549105	601040	608129	631554	662098	708579	757585	787933	812035	852518
452095	481523	482878	549171	601118	608286	631558	662467	720019	757600	787984	812053	852546
452096	481553	482894	549204	601128	608301	631562	662571	722142	757601	790049	813012	852557
452107	481564	482897	551001	601204	608374	631565	662661	723084	760017	791156	816136	852596
452430	481605	482901	551041	601209	608377	631607	665110	725036	760029	793014	816139	852657
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453003	481655	482944	551688	601377	608483	631638	666980	730126	760093	794264	832024	852759
453013	481657	482961	551741	601388	608551	631641	672075	730333	760113	794399	832034	852830
453023	481660	483466	551782	601591	609325	631650	672104	730350	760115	794479	832082	852834
454483	481668	483492	553559	601647	609329	631672	680033	730446	760118	796538	833215	852854
454498	481675	483604	553658	601705	610135	631674	680034	730458	760301	796553	833220	852871
454525	481705	483648	553960	601732	610137	631684	680060	730529	760697	797220	833250	852876
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462253	481898	488010	572008	602896	619003	631727	688120	741004	761589	800540	840452	852988
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462717	481954	494130	575079	603129	627065	631771	701091	743021	763011	802119	840539	853016
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462983	482243	495460	580001	603188	629070	631798	701119	750037	764008	802224	841047	853030
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464041	482354	496129	581218	604236	629114	631854	701172	750219	767568	802383	841532	853069
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465113	482366	497289	591093	604838	631005	631871	701188	750294	770060	802436	841751	853080
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468116	482387	503010	598560	605500	631014	631898	701301	750689	770091	802630	843066	853090
468254	482397	503137	598615	605616	631051	631912	701307	750825	770167	802633	846209	853093
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478011	482499	507006	600092	606050	631179	631969	701344	752118	770682	803043	850228	853141
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478840	482581	511670	600134	606100	631188	633001	701365	752388	771006	803323	850494	853179
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480027	482604	526010	600289	606261	631287	641011	701552	752466	771801	805126	850761	853191
480100	482610	526036	600313	606263	631300	641105	701556	752469	771933	805340	850883	853201
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480493	482632	531180	600318	606335	631406	641559	701794	752518	772754	805568	852004	853212
480515	482636	531494	600323	606449	631407	641755	701811	752542	775005	806139	852074	853218

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853230	891200	902223	907394	920139	926379	927336	928662	940471	941225	950038	967421	981941
853235	891212	902311	907481	920189	926392	927338	928700	940507	941258	950041	968191	981959
853240	891215	902327	907591	920233	926461	927354	928701	940508	941311	950086	968204	981982
853245	891283	902344	907668	920324	926462	927378	928764	940510	941339	950552	968255	982013
853250	891321	902355	907903	920384	926468	927460	928854	940525	941396	950736	968298	982034
853269	891327	902367	907908	921141	926476	927505	930227	940532	941406	950772	968355	982048
853286	891377	902380	910384	921174	926485	927514	930298	940562	941410	950813	968467	982057
853314	891398	902491	911306	921196	926530	927561	930379	940575	941424	951501	969104	982095
853322	891494	902532	911912	921227	926546	927574	930387	940584	941438	951762	970328	982117
853404	891505	902578	912403	921256	926548	927582	931078	940620	941463	951845	970424	982120
853416	891521	902596	913004	921363	926567	927639	931092	940625	941479	951868	970441	982169
853425	891642	902631	913412	921412	926614	927647	931211	940636	941487	952211	970467	982173
853426	891698	902675	913471	921427	926633	927752	931485	940710	941491	952333	970520	982214
856010	891709	903151	913549	921446	926645	927804	931499	940711	941496	952335	970526	982219
856012	891711	903309	913791	921498	926676	927852	931584	940754	941521	953319	970648	982225
856032	891784	903347	913854	921499	926680	927877	931921	940782	941713	953329	970715	982227
856247	891795	903541	913919	921571	926686	927891	931926	940789	941717	954115	970722	982233
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856267	895023	903728	914204	921581	926719	927895	933459	940864	941840	954327	970741	992195
856284	895047	903751	914423	921661	926734	927898	934244	940868	941841	954342	970744	992354
856353	895205	903847	914447	921809	926738	927907	934260	940873	941881	954408	970745	992606
856361	895322	903990	914584	921874	926764	927916	934282	940881	941920	954426	972415	995054
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856444	895533	904210	915035	922214	926834	928140	937709	940910	941956	954707	972784	995122
856456	895564	906006	915197	924285	926836	928143	937814	940921	941958	955002	973114	995272
856462	895568	906008	915226	924360	926839	928153	939050	940941	941975	958386	973304	995296
856468	898081	906083	915521	924452	926854	928156	939588	940968	945343	958559	973311	995408
856485	900114	906089	915528	924482	926944	928175	940027	940970	945901	958560	980166	995459
856530	900240	906110	915629	924637	926964	928184	940028	941017	945962	958689	980389	995793
856577	900431	906236	915660	925221	926998	928206	940045	941033	948229	958697	980409	997228
856583	900722	906370	917025	926056	927003	928247	940055	941082	948265	958822	980565	997290
860016	901025	906387	917110	926086	927009	928271	940115	941111	948400	958832	980599	
860089	901109	906574	917304	926094	927035	928311	940142	941115	948419	958845	980685	
860123	901158	906594	917346	926117	927051	928323	940189	941116	948499	958864	980697	
860139	901225	906850	917532	926156	927062	928356	940206	941132	948505	958871	980707	
860142	901579	906862	917683	926167	927064	928365	940234	941152	949062	958884	980739	
871401	901618	907055	917968	926200	927122	928371	940246	941161	949156	958885	980852	
871487	901834	907091	918140	926201	927129	928394	940319	941170	949346	959068	980871	
871583	901887	907131	918168	926207	927210	928446	940381	941174	949350	960083	980896	
871597	901958	907216	918388	926235	927248	928471	940388	941195	949367	960733	981532	
871606	902199	907270	918566	926289	927280	928489	940396	941198	949524	967212	981734	
871620	902203	907357	918628	926370	927282	928606	940397	941209	949578	967310	981893	

International Mail

IMM REVISION

International Mail — Addressing

Effective March 1, 1998, Issue 19 of the *International Mail Manual* (IMM) is revised to reflect an addressing change that is applicable only to mailpieces that are tendered in direct country sacks of International Surface Airlift (ISAL) mail or International Priority Airmail (IPA), respectively. The following references in the IMM are affected by these regulatory changes:

International Mail Manual (IMM)

1	International Mail Services	*	*	*	*	*
122	Addressing	*	*	*	*	*
122.1	Destination Address	*	*	*	*	*
2	Conditions for Mailing	*	*	*	*	*
246	International Surface Airlift (ISAL) Service	*	*	*	*	*

d. Addresses in Russian, Greek, Arabic, Hebrew, Cyrillic, Japanese, or Chinese characters must bear an interline translation in English of the names of the post office and country of destination. If the English translation is not known, the foreign language words must be spelled in Roman characters (print or script). See 246.91 and 284.1 for an *optional* addressing procedure that applies only to direct country sacks of International Surface Airlift (ISAL) mail or International Priority Airmail (IPA), respectively.

246.9 Preparation Requirements

246.91 Addressing

International Surface Airlift mail is subject to the addressing requirements contained in 122.

Exception: International Surface Airlift mail in direct country sacks (see 246.942a) is not subject to the interline addressing requirement that is specified in 122.1d. At the sender's risk, the English translation of the destination post office or city name may be *omitted* from printed addresses that are in Russian, Greek, Arabic, Hebrew, Cyrillic, Japanese, or Chinese characters. In that instance, an English translation of the country name (e.g., Russia) is still required on the individual mailpieces.

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280 International Priority Airmail Service

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284 Preparation Requirements for Individual Items

284.1 Addressing

International Priority Airmail is subject to the addressing requirements contained in 122.

Exception: International Priority Airmail in direct country sacks (see 284.61) is not subject to the interline addressing requirement that is specified in 122.1d. At the sender's risk, the English translation of the destination post office or city name may be *omitted* from printed addresses that are in Russian, Greek, Arabic, Hebrew, Cyrillic, Japanese, or Chinese characters. In that instance, an English translation of the country name (e.g., Japan) is still required on the individual mailpieces.

These regulatory changes will be incorporated into Issue 20 of the *International Mail Manual* (IMM).

—Pricing, Costing, & Classification,
International Business Unit, 2-12-98

IMM REVISION

Global Priority Mail Flat-Rate Box

Effective February 3, 1998, *International Mail Manual* (IMM) 226 is revised to incorporate rate and structures changes regarding the Global Priority Mail flat-rate box. These changes will be reflected in Issue 20 of the IMM.

International Mail Manual (IMM)

2 Conditions for Mailing

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226 Global Priority Mail

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226.12 Permissible Items

All items sent as letter-class mail (see 221.1) are accepted in Global Priority Mail, provided that the contents are mailable and fit securely in the envelope or box. Global Priority Mail items may contain dutiable merchandise unless the country of destination specifically prohibits dutiable merchandise in letters (see 224.51). Any item that is prohibited in international mail is prohibited in Global Priority Mail. Refer to the "Country Conditions of Mailing" in the Individual Country Listings for individual country prohibitions.

226.13 Packaging

Items must fit comfortably within the envelope or box without distorting or bursting the container. Do not use excessive tape to keep the envelope or box from bursting. Use only one piece of tape to secure the flap.

* * * * *

226.4 Postage

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226.44 Global Priority Mail, Flat-Rate Box

Each Global Priority Mail flat-rate box is charged at a flat rate. The rate is based on the geographic rate zone regardless of its actual weight. Postage is required for each piece (see Exhibit 226.44).

Exhibit 226.44 Global Priority Mail, Flat-Rate Box Rates

Destination	Postage
Western Europe	\$22
North America	\$22
South America	\$22
Middle East	\$22
Pacific Rim	\$30

Weight limit: 4 pounds

226.45 Global Priority Mail, Flat-Rate Box Volume Rate

226.451 Minimum Quantity Requirements

The mailer must have a minimum of 10 or more pieces to one or more Global Priority Mail countries. The minimum does not apply to each geographic rate zone (see Exhibit 226.45).

226.452 Mailing Statement

Postage for volume rate mail and permit imprint must be computed on PS Form 3653, *Global Priority Mail Statement of Mailings*.

Exhibit 226.45 Global Priority Mail, Flat-Rate Box Volume Rates

Geographic Region	(10-14 Pieces)	(15-19 Pieces)	(20 or More Pieces)
Western Europe	\$19.50	\$18.50	\$17.50
North America	\$19.50	\$18.50	\$17.50
South America	\$19.50	\$18.50	\$17.50
Middle East	\$19.50	\$18.50	\$17.50
Pacific Rim	\$27.00	\$25.50	\$24.00

Weight limit: 4 pounds

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226.62 Marking

Global Priority Mail items must be mailed in special envelopes (EP-15A, EP-15B), a flat-rate box (01099X), or with the Global Priority Mail sticker (DEC-10) provided by the Postal Service. (These supplies may be obtained by calling 800-222-1811.) Unmarked pieces are subject to the applicable LC/AO airmail regular rates and treatment. Pieces paid at the Global Priority Mail sticker rate must have the DEC-10 sticker affixed to the address side of the package.

* * * * *

226.7 Size and Weight Limits

226.71 Size Limits

* * * * *

226.714 Global Priority Mail, Flat-Rate Box

The dimensions of the Global Priority Mail 4-pound box are 12 5/16 x 9 1/4 x 2 inches.

226.72 Weight Limit

Items sent as Global Priority Mail in envelopes or boxes, or using the variable weight option, must not exceed 4 pounds.

* * * * *

226.8 Mailer Preparation

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226.82 Deposit of Mail

Global Priority Mail single-piece variable weight option pieces, Global Priority Mail flat-rate envelopes, and Global Priority Mail flat-rate boxes with postage affixed may be deposited wherever Express Mail is accepted. These include post office windows, handed to a letter carrier, placed in an Express Mail street collection box (only if less than 1 pound),

or by calling 1-800 222-1811 for pickup. Global Priority Mail pieces paid by permit imprint and pieces mailed at the Global Priority Mail volume rates must be deposited at a business mail acceptance unit as authorized by the postmaster in the designated Global Priority Mail sites for acceptance. Metered mail must be deposited in locations under the jurisdiction of the licensing post office except as permitted under *Domestic Mail Manual* (DMM) P030.

—*International Business Unit, 2-12-98*

*IMM REVISION***International Mail — Parcel Post Weight Limit to Jordan**

Effective immediately, Issue 19 of the *International Mail Manual* (IMM) is revised to reflect the following changes in the parcel post weight limit to Jordan:

The maximum weight limit for air and surface parcel post is increased to **70 pounds**. The postage rates for all weight steps, over 44 pounds, are calculated on the following basis:

Air Parcel Post: Add \$3.68 to the existing 44-pound postage rate for each pound (or fraction) over 44 pounds.

Surface Parcel Post: Add \$1.92 to the existing 44-pound postage rate for each pound (or fraction) over 44 pounds.

These regulatory changes will be reflected in Issue 20 of the *International Mail Manual* (IMM).

—*Pricing, Costing & Classification, International Business Unit, 2-12-98*

*IMM REVISION***International Mail — Parcel Post Weight Limit to the Slovak Republic (Slovakia)**

Effective immediately, Issue 19 of the *International Mail Manual* (IMM) is revised to reflect the following changes in the parcel post weight limit to the Slovak Republic (Slovakia):

The maximum weight limit for air and surface parcel post mailed to the Slovak Republic (Slovakia) is increased to **66 pounds**. The postage rates for all weight steps, over 33 pounds, are calculated on the following basis:

Air Parcel Post: Add \$3.68 to the existing 33-pound postage rate for each pound (or fraction) over 33 pounds.

Surface Parcel Post: Add \$1.92 to the existing 33-pound postage rate for each pound (or fraction) over 33 pounds.

These regulatory changes will be reflected in Issue 20 of the *International Mail Manual* (IMM).

—*Pricing, Costing & Classification, International Business Unit, 2-12-98*

IMM AND PUBLICATION 273 REVISION

Express Mail International Service to Jordan

Effective immediately, Jordan has increased the weight limit for Express Mail International Service (EMS) shipments to 66 pounds. Replace the current EMS chart with the following chart in the Jordan listing in the Individual Country Listing section of the *International Mail Manual (IMM)*. Issue 20 of the IMM and the next edition of Publication 273, *Express Mail International Service Guide*, will include this change.

Postage Rates		
On Demand	Weight Not Over (lbs.)	Custom Designed
\$20.00	1/2	\$28.00
22.50	1	30.50
26.50	2	34.50
32.50	3	40.50
39.50	4	47.50
47.50	5	55.50
54.00	6	62.00
60.50	7	68.50
67.00	8	75.00
73.50	9	81.50
80.00	10	88.00
86.50	11	94.50
93.00	12	101.00
99.50	13	107.50
106.00	14	114.00
112.50	15	120.50
119.00	16	127.00
125.50	17	133.50
132.00	18	140.00
138.50	19	146.50
145.00	20	153.00
151.50	21	159.50
158.00	22	166.00
164.50	23	172.50
171.00	24	179.00
177.50	25	185.50
184.00	26	192.00
190.50	27	198.50
197.00	28	205.00

Postage Rates		
On Demand	Weight Not Over (lbs.)	Custom Designed
203.50	29	211.50
210.00	30	218.00
216.50	31	224.50
223.00	32	231.00
229.50	33	237.50
236.00	34	244.00
242.50	35	250.50
249.00	36	257.00
255.50	37	263.50
262.00	38	270.00
268.50	39	276.50
275.00	40	283.00
281.50	41	289.50
288.00	42	296.00
294.50	43	302.50
301.00	44	309.00
307.50	45	315.50
314.00	46	322.00
320.50	47	328.50
327.00	48	335.00
333.50	49	341.50
340.00	50	348.00
346.50	51	354.50
353.00	52	361.00
359.50	53	367.50
366.00	54	374.00
372.50	55	380.50
379.00	56	387.00
385.50	57	393.50
392.00	58	400.00
398.50	59	406.50
405.00	60	413.50
411.50	61	419.50
418.00	62	426.00
424.50	63	432.50
431.00	64	439.00
437.50	65	445.50
444.00	66	452.00

Maximum Weight: 66 pounds

IMM AND PUBLICATION 273 REVISION

Express Mail International Service to the Slovak Republic (Slovakia)

Effective immediately, the Slovak Republic (Slovakia) has increased the weight limit for Express Mail International Service (EMS) shipments to 66 pounds. Replace the current EMS chart with the following chart in the Slovak Republic (Slovakia) listing in the Individual Country Listing section of the *International Mail Manual* (IMM). Issue 20 of the IMM and the next edition of Publication 273, *Express Mail International Service Guide*, will include this change.

Postage Rates		
On Demand	Weight Not Over (lbs.)	Custom Designed
\$19.00	1/2	\$27.00
23.50	1	31.50
26.00	2	34.00
32.00	3	40.00
36.75	4	44.75
42.25	5	50.25
48.00	6	56.00
53.75	7	61.75
59.50	8	67.50
65.25	9	73.25
71.00	10	79.00
76.75	11	84.75
82.50	12	90.50
88.25	13	96.25
94.00	14	102.00
99.75	15	107.75
105.50	16	113.50
111.25	17	119.25
117.00	18	125.00
122.75	19	130.75
128.50	20	136.50
134.25	21	142.25
140.00	22	148.00
145.75	23	153.75
151.50	24	159.50
157.25	25	165.25
163.00	26	171.00
168.75	27	176.75
174.50	28	182.50

Postage Rates		
On Demand	Weight Not Over (lbs.)	Custom Designed
180.25	29	188.25
186.00	30	194.00
191.75	31	199.75
197.50	32	205.50
203.25	33	211.25
209.00	34	217.00
214.75	35	222.75
220.50	36	228.50
226.25	37	234.25
232.00	38	240.00
237.75	39	245.75
243.50	40	251.50
249.25	41	257.25
255.00	42	263.00
260.75	43	268.75
266.50	44	274.50
272.25	45	280.25
278.00	46	286.00
283.75	47	291.75
289.50	48	297.50
295.25	49	303.25
301.00	50	309.00
306.75	51	314.75
312.50	52	320.50
318.25	53	326.25
324.00	54	332.00
329.75	55	337.75
335.50	56	343.50
341.25	57	349.25
347.00	58	355.00
352.75	59	360.75
358.50	60	366.50
364.25	61	372.25
370.00	62	378.00
375.75	63	383.75
381.50	64	389.50
387.25	65	395.25
393.00	66	401.00

Maximum Weight: 66 pounds

IMM AND PUBLICATION 273 REVISION

Express Mail International Service to Georgia, Republic of

Effective immediately, Georgia, Republic of, has increased the weight limit for Express Mail International Service (EMS) shipments to 66 pounds. Replace the current EMS chart with the following chart in the Georgia, Republic of, listing in the Individual Country Listing section of the *International Mail Manual (IMM)*. Issue 20 of the IMM and the next edition of Publication 273, *Express Mail International Service Guide*, will include this change.

Postage Rates		
On Demand	Weight Not Over (lbs.)	Custom Designed
\$19.00	1/2	\$27.00
23.50	1	31.50
26.00	2	34.00
32.00	3	40.00
36.75	4	44.75
42.25	5	50.25
48.00	6	56.00
53.75	7	61.75
59.50	8	67.50
65.25	9	73.25
71.00	10	79.00
76.75	11	84.75
82.50	12	90.50
88.25	13	96.25
94.00	14	102.00
99.75	15	107.75
105.50	16	113.50
111.25	17	119.25
117.00	18	125.00
122.75	19	130.75
128.50	20	136.50
134.25	21	142.25
140.00	22	148.00
145.75	23	153.75
151.50	24	159.50
157.25	25	165.25
163.00	26	171.00
168.75	27	176.75
174.50	28	182.50

Postage Rates		
On Demand	Weight Not Over (lbs.)	Custom Designed
180.25	29	188.25
186.00	30	194.00
191.75	31	199.75
197.50	32	205.50
203.25	33	211.25
209.00	34	217.00
214.75	35	222.75
220.50	36	228.50
226.25	37	234.25
232.00	38	240.00
237.75	39	245.75
243.50	40	251.50
249.25	41	257.25
255.00	42	263.00
260.75	43	268.75
266.50	44	274.50
272.25	45	280.25
278.00	46	286.00
283.75	47	291.75
289.50	48	297.50
295.25	49	303.25
301.00	50	309.00
306.75	51	314.75
312.50	52	320.50
318.25	53	326.25
324.00	54	332.00
329.75	55	337.75
335.50	56	343.50
341.25	57	349.25
347.00	58	355.00
352.75	59	360.75
358.50	60	366.50
364.25	61	372.25
370.00	62	378.00
375.75	63	383.75
381.50	64	389.50
387.25	65	395.25
393.00	66	401.00

Maximum Weight: 66 pounds

IMM AND PUBLICATION 273 REVISION

Express Mail International Service to Belarus

Effective immediately, Belarus has increased the weight limit for Express Mail International Service (EMS) shipments to 66 pounds. Replace the current EMS chart with the following chart in the Belarus listing in the Individual Country Listing section of the *International Mail Manual (IMM)*. Issue 20 of the IMM and the next edition of Publication 273, *Express Mail International Service Guide*, will include this change.

Postage Rates		
On Demand	Weight Not Over (lbs.)	Custom Designed
\$19.00	1/2	\$27.00
23.50	1	31.50
26.00	2	34.00
32.00	3	40.00
36.75	4	44.75
42.25	5	50.25
48.00	6	56.00
53.75	7	61.75
59.50	8	67.50
65.25	9	73.25
71.00	10	79.00
76.75	11	84.75
82.50	12	90.50
88.25	13	96.25
94.00	14	102.00
99.75	15	107.75
105.50	16	113.50
111.25	17	119.25
117.00	18	125.00
122.75	19	130.75
128.50	20	136.50
134.25	21	142.25
140.00	22	148.00
145.75	23	153.75
151.50	24	159.50
157.25	25	165.25
163.00	26	171.00
168.75	27	176.75
174.50	28	182.50

Postage Rates		
On Demand	Weight Not Over (lbs.)	Custom Designed
180.25	29	188.25
186.00	30	194.00
191.75	31	199.75
197.50	32	205.50
203.25	33	211.25
209.00	34	217.00
214.75	35	222.75
220.50	36	228.50
226.25	37	234.25
232.00	38	240.00
237.75	39	245.75
243.50	40	251.50
249.25	41	257.25
255.00	42	263.00
260.75	43	268.75
266.50	44	274.50
272.25	45	280.25
278.00	46	286.00
283.75	47	291.75
289.50	48	297.50
295.25	49	303.25
301.00	50	309.00
306.75	51	314.75
312.50	52	320.50
318.25	53	326.25
324.00	54	332.00
329.75	55	337.75
335.50	56	343.50
341.25	57	349.25
347.00	58	355.00
352.75	59	360.75
358.50	60	366.50
364.25	61	372.25
370.00	62	378.00
375.75	63	383.75
381.50	64	389.50
387.25	65	395.25
393.00	66	401.00

Maximum Weight: 66 pounds

International Customized Mail

On December 9, 1997, the United States Postal Service (USPS) entered into an International Customized Mail Service agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 294, the USPS hereby makes public the following information about that service agreement:

- a. **Term:** December 9, 1997, through January 23, 1998.
- b. **Type of Mail:** Letter Packets/Small Parcels/Printed Matter: Every item must conform to the size requirements and must comply with the design requirements set forth by the foreign postal administration. Mailpieces in Lot 1 will range in weight from 0.3 pound each to 0.65 pound.
- c. **Destination Countries:** Canada, Mexico, and authorized GPM countries in Western Europe, Pacific Rim, and Middle East.
- d. **Service Provided by the U.S. Postal Service:** The USPS has agreed to (1) furnish the mailer with the sacks, tags, and other supplies that the mailer is required to use for Qualifying Mail; (2) provide the mailer or mailing agent with the training necessary for them to prepare ICM mail in conformity with the requirements for Qualifying Mail; (3) arrange with air and surface carriers, as appropriate, for Qualifying Mail to be transported internationally for delivery by the foreign postal administration; (4) perform pickup service in accordance with IMM 212.24 and 226.83 at fulfillment centers specified by the mailer.
- e. **Minimum Volume Commitments:** 5,000 pieces for letter packets mailed as GPM to Europe, Canada, and other GPM destination countries and 500 pieces for letter packets mailed as EMS.
- f. **Worksharing:** The mailer has agreed to (1) package mail in accordance with the applicable sequence on the basis of the class of mail and the mail preparation and sorting requirements of the foreign postal administration; (2) pay postage for qualifying mail acceptable to and approved by the USPS; (3) provide a measurement system, acceptable to the RCSC, as specified in the service agreement; (4) maintain an established number of pieces over the course of the service agreement; (5) tender qualifying mail to the USPS at the designated USPS facility; and (6) coordinate a schedule of mailings and provide notifications as specified in the service agreement.
- g. **Rate:** The rate for qualifying mail is as follows:
Letter Packet Shipments destined internationally will be:
 - \$5.50 per piece for GPM shipments to Europe and Canada.
 - \$6.50 per piece for GPM shipments to all other GPM destination countries.
 - \$15 per piece and \$4 per pound for EMS shipments.

—Sales and Customer Support,
International Business Unit, 2-12-98

IMM CORRECTION

International Mail — Express Mail International Service (EMS) to Poland

The Express Mail International Service (EMS) country page for Poland in Issue 19 of the *International Mail Manual* (IMM) contains the wrong postage rate chart for both On Demand and Custom Designed shipments mailed to that country. To correct that error, replace the existing postage rate chart with the following one:

Postage Rates		
On Demand	Weight Not Over (lbs.)	Custom Designed
\$19.00	1/2	\$27.00
23.50	1	31.50
26.00	2	34.00
32.00	3	40.00
36.75	4	44.75
42.25	5	50.25
48.00	6	56.00
53.75	7	61.75
59.50	8	67.50
65.25	9	73.25
71.00	10	79.00
76.75	11	84.75
82.50	12	90.50
88.25	13	96.25
94.00	14	102.00
99.75	15	107.75
105.50	16	113.50
111.25	17	119.25
117.00	18	125.00
122.75	19	130.75

Postage Rates		
On Demand	Weight Not Over (lbs.)	Custom Designed
128.50	20	136.50
134.25	21	142.25
140.00	22	148.00
145.75	23	153.75
151.50	24	159.50
157.25	25	165.25
163.00	26	171.00
168.75	27	176.75
174.50	28	182.50
180.25	29	188.25
186.00	30	194.00
191.75	31	199.75
197.50	32	205.50
203.25	33	211.25
209.00	34	217.00
214.75	35	222.75
220.50	36	228.50
226.25	37	234.25
232.00	38	240.00
237.75	39	245.75
243.50	40	251.50
249.25	41	257.25
255.00	42	263.00
260.75	43	268.75
266.50	44	274.50

Maximum Weight: 44 pounds

This correction to the EMS country page for Poland will be incorporated into Issue 20 of the IMM.

—Pricing, Costing, & Classification,
International Business Unit, 2-12-98

Philately

STAMP ANNOUNCEMENT 98-7

Flowering Trees Commemorative Stamps

The Postal Service will issue five 32-cent Flowering Trees commemorative stamps in a self-adhesive pane of 20 (Item 5576) on March 19, 1998, in New York, New York. The stamps go on sale nationwide March 20, 1998.

Designed by Howard Paine of Delaplane, Virginia, and illustrated by John Dawson of Hilo, Hawaii, the stamps feature the Southern Magnolia, Blue Paloverde, Yellow Poplar, Prairie Crab Apple, and Pacific Dogwood, five magnificent flowering trees native to different geographical regions of the United States.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamps at their local post offices, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

FLOWERING TREES STAMPS
 POSTMASTER SPECIAL EVENTS
 PO BOX 2001 JAF BLDG
 NEW YORK NY 10116-2001

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by April 18, 1998.

Stamp Fulfillment Services also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by writing to:

INFORMATION FULFILLMENT
 US POSTAL SERVICE
 DEPT 6270
 PO BOX 419014
 KANSAS CITY MO 64141-6014

or by telephoning 1-800-STAMP-24.

First day covers remain on sale for at least 1 year after the stamps' issuance.

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive their standard distribution for a 20-stamps-per-pane issue, rounded to the nearest master carton size (40,000 stamps).



Copyright USPS 1997

Issue:	Flowering Trees
Denomination & Type of Issue:	32-cent commemorative
Format:	Self-adhesive pane of 20 (five designs)
Issue Date & City:	March 19, 1998, New York, NY 10199
National Sale Date:	March 20, 1998
Illustrator:	John Dawson, Hilo, HI
Designer & Art Director:	Howard Paine, Delaplane, VA
Typographer:	Tom Mann, Vancouver, WA
Modeler:	Banknote Corporation of America (BCA)
Manufacturing Process:	Offset
Printer:	Banknote Corporation of America (BCA)
Colors (PMS Colors):	Yellow, magenta, cyan, black, green, and spot varnish
Image Area:	1.420 x 1.085 in. / 36.068 x 27.559 mm
Overall Size:	1.560 x 1.225 in. / 39.624 x 31.115 mm
Full Pane Size:	7.260 x 6.780 in. / 184.404 x 172.212 mm
Plate Numbers:	"B" followed by six (6) single digits
Marginal Markings:	"© USPS 1997" • Plate Numbers • Position Diagram • Price
Catalog Item Number:	557640 Self-adhesive pane of 20 – \$6.40 557630 Block of 10 – \$3.20 557620 Strip of 5 – \$1.60 557663 First Day Cover (Set of 5) – \$2.65

SDOs and SDNs will make subsequent automatic distributions to post offices for their standard distribution, using Form 3309, *Advice of Shipment/Stamp Invoice*, and Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before March 12, 1998.

Philatelic Requirement

SDOs and SDNs with authorized philatelic centers will receive their automatic distributions of this stamp in six positions for subsequent distributions to each center:

Offices That Service the Following Philatelic Windows	Will Receive This Quantity of the Flowering Trees Semi-Jumbo Special Stamps
1	12,000
2	24,000
3	36,000
4	48,000
6	80,000
12	160,000
20	240,000

Additional Supply

Post offices requiring additional stamps must requisition them from their designated SDO or SDN, using a separate Form 17. SDOs requiring additional stamps must order them from their accountable paper depository (APD), using a separate Form 17.

For filling supplemental orders, APDs in Washington, D.C.; Memphis, Tennessee; Chicago, Illinois; Denver, Colorado; and San Francisco, California, will receive 11,120,000 stamps. The New York, New York, APD and the Kansas City, Missouri, SDN will receive 11,160,000 stamps.

Sales Policy

All post offices must acquire and maintain a supply of these stamps as long as customer demand exists or until the stamp is officially withdrawn from sale. If supplies run low, post offices must reorder additional quantities through their normal ordering procedures.

—Stamp Services, Marketing, 2-12-98

STAMP ANNOUNCEMENT 98-8

Last Day of Sale — Georgia O’Keeffe Commemorative Stamp

The last day of sale for the 32-cent Georgia O’Keeffe commemorative stamp (Item 5509), and all related products, is March 21, 1998. In observance of the last day of sale, a stamp ceremony will be held in New York, New York, on March 21, 1998, in conjunction with the Postage Stamp MEGA Event.



The Postal Service will offer a last day of sale cancellation, dated March 21, 1998, which will be applied to customers' covers or other items with the stamp affixed, and will be

available on a hand-back basis only all 4 days (March 19 to March 22, 1998) at the Postage Stamp MEGA Event. Any covers submitted for servicing and return through the mailstream will not be entered into the mail until the date appearing on the cancellation. This is the sixth time the Postal Service has offered a "last day of sale" cancellation.

How to Order the Last Day of Sale Postmark

Customers have 30 days to obtain the last day of sale postmark by mail. They may purchase the stamp through March 21, 1998, at their local post office (although this is a Saturday and many offices will be closed), at the Postage Stamp MEGA Event (March 19 to March 22) in New York, New York, or by mail order from Stamp Fulfillment Services, affix the stamp to an envelope of their choice, address the envelope (to themselves or others), and place in a larger envelope addressed to:

LAST DAY OF SALE STAMP
POSTMASTER SPECIAL EVENTS
PO BOX 2001 JAF BLDG
NEW YORK NY 10116-2001

After applying the last day of sale postmark, the Postal Service will return the envelope through the mail. There is no charge for the postmark. All orders must be postmarked by April 20, 1998.

Mail order requests for stamps must be placed/postmarked no later than March 22, 1998. These requests must be sent to Stamp Fulfillment Services at the following address:

7231
STAMP FULFILLMENT SERVICES
US POSTAL SERVICE
PO BOX 7247
PHILADELPHIA PA 19101-9014

or placed by calling 1-800-STAMP-24.

Stamp Fulfillment Services also offers last day covers for the stamp issue postmarked with the official last day of sale cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by writing to:

USA PHILATELIC CATALOG
US POSTAL SERVICE
DEPT 6270
PO BOX 419014
KANSAS CITY MO 64141-6014

Last day of sale covers will remain on sale for approximately 90 days after the stamp's last day of sale.

Stamps Withdrawn From Regular Sale and From Sale at Philatelic Centers

In conjunction with the Postal Service Last Day of Sale Program, effective close of business on March 21, 1998, all post offices, stations, branches, postal stores, vending outlets, and authorized philatelic centers must withdraw the following stamp stock items from sale and prepare them for destruction. The stamp stock should be submitted to destruction sites according to the guidelines in Handbook F-1, *Post Office Accounting Procedures*, Section 45, Destroying Stamp Stock, and appropriate locally established procedures.

Absolutely no sales of the stamp stock items and related products listed below are permitted after March 22, 1998. These stamp stock items and products also are being removed from sale at Stamp Fulfillment Services.

Item Number	Description
5509	32-cent Georgia O'Keeffe Stamps
8856	\$14.95 Georgia O'Keeffe Souvenir
8858	\$19.95 Georgia O'Keeffe Matted Pane

—Stamp Services, Marketing, 2-12-98

Australia Post/U.S. Postal Service Year of the Tiger Commemorative Collectible

The Australia Post/U.S. Postal Service Year of the Tiger Commemorative Collectible (Item 9987) is now available for sale with a limited distribution. The product contains two mounted, mint U.S. Year of the Tiger stamps and a miniature sheet (two stamps) issued by Australia Post (Christmas Island). This collectible contains a child's tiger mask and mask strap, as well as text describing the lunar zodiac, new year traditions, and characteristics of a person born in the Year of the Tiger. The retail price of this collectible is \$4.95.

Item 9987 is available through the *USA Philatelic* catalog, *Stampers Cool-lectible Magazine*, postal stores, and the following stamp distribution offices (SDOs): Seattle, WA; New York, NY; San Francisco, CA; Oakland, CA; Honolulu, HI; Los Angeles, CA; Santa Ana, CA; Houston, TX; Chicago, IL; Boston, MA; Washington, DC; and the Dulles, VA, stamp distribution network (SDN).

Post offices in the service areas listed above requiring the Australia Post/U.S. Postal Service Year of the Tiger Commemorative Collectible should requisition it from their designated SDO or SDN using a separate PS Form 17, *Stamp Requisition*. Requisitions must be in multiples of 25 units.

SDOs that did not receive direct shipments of Item 9987 may requisition limited quantities of this item from the SDOs and SDN listed above using PS Form 3229, *Stamped Paper Transfer Order*, in multiples of 25 units. Orders for this item should be made only if there is a customer demand.

Sales

Report sales of Item 9987 in account identifier code (AIC) 092.

—Stamp Marketing, 2-12-98

Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die

hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

Cancellation	Period of Use
Save Your Vision Week	Feb. 1–March 31
March Is Kidney Month, Give to the Kidney Foundation	March 1–March 31
March Is Red Cross Month	March 1–March 31
Easter Seals, Fight Crippling	March 1–April 22
Law Day USA, Freedom Under Law, May 1	April 1–April 30
Strike Back at Cancer, Give to the American Cancer Society	April 1–April 30
National Carih Asthma Week	April 1–May 6
Only You Can Prevent Forest Fires	April 1–Oct. 31
National Salvation Army Week, 4 th Week in May	May 1–May 31
Support Your Mental Health Association	May 1–May 31
Support Research for Neurofibromatosis	May 1–May 31
National Flag Day, June 14, Pause for the Pledge	May 1–June 14
Goodwill Industries, Our Business Works for Disabled People	May 1–June 30
Support National Historic Preservation Week	May 9–May 15
National Transportation Week	May 14–May 20
Fight Disease, Support City of Hope Pilot Medical Center	May 15–June 15
Defeat Muscular Dystrophy, Support MDAA	May 15–June 17
Conquer Multiple Sclerosis	May 17–June 17
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give, the United Way	Sept. 15–Oct. 31
Learn About Lupus, October, Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

—Business Mail Acceptance, Marketing Systems, 2-12-98

Pictorial Cancellations Announcement 98-3

As a community service, the Postal Service offers pictorial cancellations to commemorate local events celebrated in communities throughout the nation. A list of upcoming events for which pictorial cancellations are authorized appears below. If available, the sponsor of the pictorial cancellation appears in italics under the date. Also provided, as space permits, are illustrations of those cancellations that were reproducible and available at press time.



People attending these local events may obtain the cancellation in person at the temporary post office station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated, and *requests must be postmarked no later than 30 days following the requested pictorial cancellation date.*


All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail postage (32 cents per envelope or 20 cents per postcard). Items sub-

mitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserved.

Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: PICTORIAL CANCELLATIONS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP + 4 CODE, exactly as listed below (using all capitals and no punctuation, except the hyphen in the ZIP + 4 code).

After applying the pictorial cancellation, the Postal Service returns the envelope or postcard through the mail. Customers who want their serviced item returned under protected cover should include a larger, stamped, self-addressed envelope.

		<p>February 9, 1997 <i>Newbern Elementary School</i> NEWBERN ELEMENTARY POSTAL STATION POSTMASTER 105 BIFFLE RD NEWBERN TN 38059-9998</p>	<p>February 13, 1998 <i>Holice Powell Elementary School</i> HOLICE POWELL ELEMENTARY POSTAL STATION POSTMASTER 309 N CHURCH DYERSBURG TN 38024-9998</p>
<p>February 2, 1997 <i>Jefferson Elementary School</i> JEFFERSON ELEMENTARY POSTAL STATION POSTMASTER 116 W NORTH ST SOMERVILLE TN 38068-9998</p>	<p>February 10, 1997 <i>Dyersburg Primary School</i> DYERSBURG PRIMARY POSTAL STATION POSTMASTER 309 N CHURCH DYERSBURG TN 38024-9998</p>	<p>February 20, 1998 <i>Grand Junction Elementary School</i> GRAND JUNCTION ELEMENTARY POSTAL STATION POSTMASTER 152 CHARLESTON ROW E GRAND JUNCTION TN 38039-9998</p>	
<p>February 9, 1997 <i>Trimble Elementary School</i> TRIMBLE ELEMENTARY POSTAL STATION POSTMASTER 48 E MITCHELL ST TRIMBLE TN 38259-9998</p>	<p>February 11, 1998 <i>Dyersburg Intermediate School</i> DYERSBURG INTERMEDIATE POSTAL STATION POSTMASTER 309 N CHURCH DYERSBURG TN 38024-9998</p>	<p>February 23, 1998 <i>Southwest Elementary School</i> SOUTHWEST ELEMENTARY POSTAL STATION POSTMASTER 8630 HWY 193 MACON TN 38048-9998</p>	

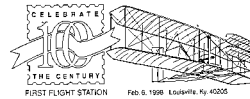
	<p>February 3, 1998 CELEBRATE THE CENTURY STATION POSTMASTER 657 2ND AVE N FARGO ND 58102-9998</p>	<p>February 3, 1998 CELEBRATE THE CENTURY STATION POSTMASTER 320 S 2ND AVE SIOUX FALLS SD 57104-9998</p>
<p>February 3, 1998 CELEBRATE THE CENTURY STATION POSTMASTER PO BOX 9998 SHERWOOD ND 58782-9998</p>	<p>February 3, 1998 CELEBRATE THE CENTURY STATION POSTMASTER 500 EAST BLVD RAPID CITY SD 57701-9998</p>	<p>February 4, 1998 <i>Oswego Historical Society</i> CELEBRATE THE CENTURY STATION POSTMASTER 819 W 4TH ST OSWEGO KS 67356-9998</p>

(ARTWORK UNAVAILABLE) February 1 & 14, 1998
Romeo Business Merchant Association
 VALENTINE STATION
 POSTMASTER
 119 CHURCH ST
 ROMEO MI 48065-9998



February 5, 1998
USPS & Hillerich & Bradsby Co
 LOUISVILLE SLUGGER STATION
 POSTMASTER
 PO BOX 31905
 LOUISVILLE KY 40231-9905

(ARTWORK UNAVAILABLE) February 1 & 14, 1998
Romeo Business Merchant Association
 VALENTINE STATION
 POSTMASTER
 346 BOWDOIN RD
 JULIETTE GA 31046-9998



February 6, 1998
USPS & Bowman Field
 FIRST FLIGHT STATION
 POSTMASTER
 PO BOX 31905
 LOUISVILLE KY 40231-9905

(ARTWORK UNAVAILABLE) February 2-14, 1998
U.S. Postal Service
 LOVEVILLE STATION
 POSTMASTER
 PO BOX 9998
 LOVEVILLE MD 20656-9998



February 6, 1998
 CELEBRATE THE CENTURY STATION
 POSTMASTER
 4150 CHICAGO AVE
 RIVERSIDE CA 92507-9998



February 3, 1998
Celebrate the Century - Same Day Event
 AC GILBERTS DISCOVERY VILLAGE
 STATION
 POSTMASTER
 1050 25 ST SE
 SALEM OR 97301-9998

(ARTWORK UNAVAILABLE)

February 6, 1998
 LANGHORNE HOUSE STATION
 POSTMASTER
 117 BROAD ST
 DANVILLE VA 24541-9998



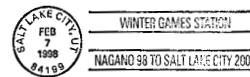
February 3, 1998
Celebrate the Century - Same Day Event
 CHILDRENS MUSEUM CONSTRUCTION
 STATION
 POSTMASTER
 715 NW HOYT ST
 PORTLAND OR 97208-9998



February 7, 1998
 AERIAL ASSAULT WEEKEND STATION
 POSTMASTER
 82 MAIN ST
 BETHEL ME 04217-9998

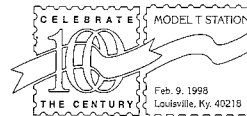


February 3, 1998
USPS & Children's Hospital
 TEDDY BEAR STATION
 POSTMASTER
 PO BOX 31905
 LOUISVILLE KY 40231-9905



February 7, 1998
 WINTER GAMES STATION
 POSTMASTER
 PO BOX 9998
 SALT LAKE CITY UT 84199-9998

(ARTWORK UNAVAILABLE) February 4, 1998
Central Elementary School
 CENTRAL ELEMENTARY POSTAL
 STATION
 POSTMASTER
 116 W NORTH ST
 SOMERVILLE TN 38068-9998



February 9, 1998
USPS & Bill Collins Ford
 MODEL T STATION
 POSTMASTER
 PO BOX 31905
 LOUISVILLE KY 40231-9905



February 4, 1998
USPS & Roosevelt-Perry Elementary School
 ROOSEVELT ELEMENTARY STATION
 POSTMASTER
 PO BOX 31905
 LOUISVILLE KY 40231-9905

(ARTWORK UNAVAILABLE)

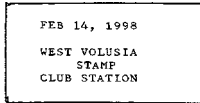
February 12-15, 1998
 ORCHIDS TRAINS PLANES & STAMPS
 SHOW STATION
 POSTMASTER
 PO BOX 9998
 CARBONDALE IL 62901-9998

(ARTWORK UNAVAILABLE)

February 14, 1998
 Yale Lions Club
 50TH ANNIVERSARY STATION
 POSTMASTER
 211 JONE STREET
 YALE MI 48097-9998



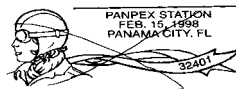
February 21, 1998
 BICENTENNIAL CELEBRATION 1798-1998
 STATION
 POSTMASTER
 64 MAIN ST
 GLEN GARDNER NJ 08826-9998



February 14, 1998
 WEST VOLUSIA STAMP CLUB STATION
 POSTMASTER
 240 W NEW YORK AVE
 DELAND FL 32720-9998



February 21, 1998
 BICENTENNIAL STATION
 POSTMASTER
 651 RIDGE RD
 MONMOUTH JUNCTION NJ 08852-9998



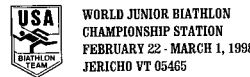
February 14 & 15, 1998
 PANPEX STATION
 POSTMASTER
 1336 SHERMAN AVE
 PANAMA CITY FL 32401-9998



February 21 & 22, 1998
 Lincoln Stamp Club
 LINPEX STATION
 POSTMASTER
 700 R ST
 LINCOLN NE 68501-9667



February 15, 1998
 REMEMBER THE MAINE PORTSMOUTH
 NAVAL SHIPYARD STATION
 POSTMASTER
 10 SHAPLEIGH RD
 KITTELY ME 03904-9998



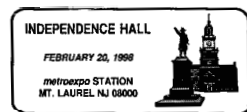
February 22-March 1, 1998
 WORLD JUNIOR BIATHLON
 CHAMPIONSHIP STATION
 POSTMASTER
 PO BOX 9998
 JERICHO VT 05465-9998



February 15, 1998
 PORTLAND PIRATES 5TH ANNIVERSARY
 STATION
 POSTMASTER
 125 FOREST AVE
 PORTLAND ME 04101-9998



February 28, 1998
 LORDSBURG STATION
 POSTMASTER
 PO BOX 9998
 LORDSBURG NM 88045-9998



February 20-22, 1998
 Metropolitan Expositions, Inc.
 METROEXPO STATION
 POSTMASTER
 200 WALT WHITMAN AVE
 MOUNT LAUREL NJ 08054-9998



February 28, 1998
 INDIANS STATION
 POSTMASTER
 PO BOX 9998
 WINTER HAVEN FL 33880-9998

Post Offices

1998 Safety Communications Campaign

As a world-class organization whose performance is directly tied to the safety and health of our employees, our commitment and attention to safety must be second to none. The well-being of our employees is our most important corporate goal.

At Home, At Work, Safety Matters. That's the theme of our Corporate Safety Communications Program for 1998. It's meant to convey our concern for our employees' safety not only at work, but at home as well. It's the bottom line on posters, videotapes, paycheck inserts, and other safety communication materials that the field will receive throughout the year.

This February, some 28,000 sets of two different safety posters were disseminated to our larger post offices (CAGs A-G) and plants. The posters on pages 47 and 49 are black-and-white duplicates of the larger color 18" x 24" posters.

Please display the posters in appropriate, high-traffic areas. Note that one poster is targeted at reducing *motor vehicle* accidents and the other at reducing *industrial* accidents.

Winter driving videos have been distributed to district offices as part of the safety communication plan. If you are interested in showing a brief videotape on winter driving tips, please contact your local PEDC.

Please incorporate these communication materials into your overall efforts to promote safety awareness and reduce accidents. With your help, our safety performance, like the performance of our organization, will continue to be second to none.

The next set of safety posters is scheduled to be distributed in April 1998.

—*Safety and Workplace Assistance, 2-12-98*

Wear Shoes That Grip So You Won't Slip.



AT HOME AND WORK
Safety Matters!



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Leave Extra S P A C E and Slow Your Pace.



AT HOME AND WORK
Safety Matters!



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**Credit Card
Policies and
Procedures
for Local Buying**

Handbook AS-709

December 1995

Revision Pages

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Figure 141, IMPAC EXPENSE Credit Card

Only the person whose name is on the card may use it and only for official Postal Service purchases.

14 **What the Credit Card Looks Like**

141 **The Face**

Printed on the face of the IMPAC credit card are the VISA logo, the Great Seal of the United States, and the words *UNITED STATES OF AMERICA, FOR OFFICIAL USE ONLY, U.S. GOVT. TAX EXEMPT*. The expense credit card is embossed with the word *EXPENSE* or *E* followed by a finance number, the capital credit card with the word *CAPITAL* or *C* followed by a finance number, and the VMF repair parts card with *VEHPARTS*. The 16-digit IMPAC account number, the name of the authorized cardholder, and the card expiration date are also embossed on the face of the card (see figure 141).

142 **The Back**

The back of the card includes a space for the cardholder's signature and a toll-free number that may be called 24 hours a day 7 days a week to reach IMPAC customer service.

15 **Three Types of IMPAC Credit Cards**

151 **VEHPARTS Credit Card**

The VEHPARTS credit card is issued only to personnel in VMFs and can be used only for the purchase of vehicle repair parts. All purchases made with this card will be temporarily posted to vehicle inventory account number 14351. These costs will appear on line 3H, account 52150, of the Postal Service Financial Report (PSFR) when issued via the Vehicle Management Accounting System (VMAS).

152 **EXPENSE Credit Card**

The EXPENSE credit card is the Postal Service's preferred method of payment for expense items. Every major postal organization and all CAG A-G post offices should use the card as their primary means of local buying. Purchases

Three Types of Cards

- VEHPARTS
- EXPENSE
- CAPITAL

made with the EXPENSE credit card will be charged to expense account number 52111. After payment, the San Mateo Accounting Service Center will automatically transfer the monthly charges to selected general ledger accounts based on the merchant's Standard Industrial Classification (SIC) code. Most charges will still remain in line 31, account 52111. When charges are transferred to PSFR lines 32, 34, 36, 37, 39, 44, 45, 3B, 3E, 3K, or 3U, the applicable general ledger account will include the unique 3-digit subaccount .998, identifying the charges as expense credit card charges transferred from line 31, account 52111.

153 **CAPITAL Credit Card**

The CAPITAL credit card is the only local means of buying capital equipment (equipment with a service life of over 1 year and costing \$3,000 or more). Officers, vice presidents, plant managers, district managers, and those reporting directly to them (if delegated in writing as capital local buying authority) are the only employees authorized to approve issuance of CAPITAL credit cards to offices whose finance number has a capital budget. *Capital property purchases that involve trade-ins or add-ons to existing equipment should not be purchased with this card. Requests for this type of purchase are to be sent to the purchasing and materials service center (PMSC).* Purchases made with the CAPITAL credit card will appear on PSFR line 68, sub-line 6X, under commitment account 87802 in the accounting period of the billing cycle. At the same time, the full amount of the purchase will be temporarily posted to line 44 under expense account 56930. When the St. Louis Accounting Service Center receives Form 8162, *Capital Property Record*, from the cardholder, the charge to account 56930 will be reversed (credited) and the equipment will be capitalized (posted to the appropriate asset account: 17201, 17401, or 17501).

What account will be charged?

Card	Acct	PSFR
VEHPARTS	14351	CH set-up
VEHPARTS	52150	3H
EXPENSE	52111	CH set-up
EXPENSE	Varies based on SIC code; 44, 45, Subaccount .998 for all accounts other than 52111.	31, 32, 34, 36, 37, 39, 44, 45, 3B, 3E, 3K, or 3U
CAPITAL	17800	CH set-up
CAPITAL	87802	68, (6X)
CAPITAL*	56930	44

*Reversed, upon submission of Form 8162.

16 **Program Structure**

The IMPAC Credit Card Program is based on a multiple level system. The various levels provide a solid system of checks, balances, and audit controls from the lowest to the highest level. Figure 16 is a graphic illustration of the structure.

17 **Responsibilities**

171 **RMBCS**

RMBCS is the contractor responsible for operating the program. RMBCS' major responsibilities include: account set-up and update, card distribution, replacement of lost or stolen cards, card reissue, transaction data capture, transaction posting, report generation and distribution, and customer service.

172 **GSA**

GSA is responsible for both administering the contract with RMBCS and dealing with the day-to-day operations of the program. The GSA contracting officer is the only individual authorized to alter the terms and conditions of this contract.

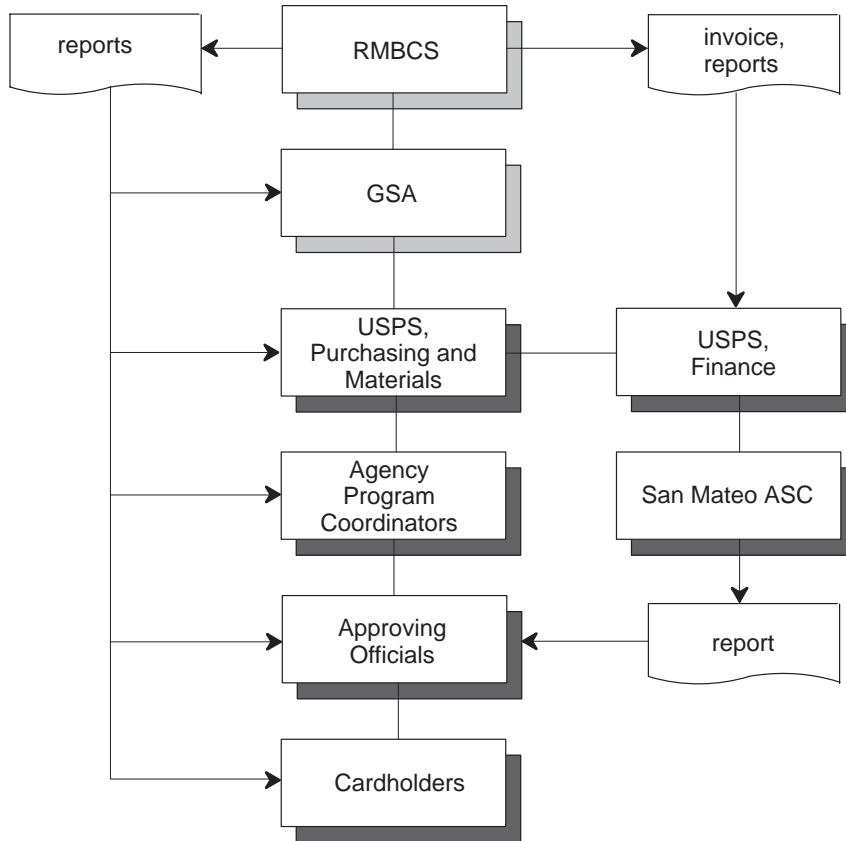


Figure 16, **IMPAC Credit Card Program Structure**

173 **Finance**

Headquarters Finance is the designated billing office for the USPS/GSA/IMPAC Credit Card Program. This organization determines what form of media will be used for receipt of invoices and payment, formulates procedures outlining use of the chosen media, and establishes billing discrepancy procedures. Headquarters Finance also determines the thresholds for requirements approval authority. See Exhibit 1-1 for the contacts in Finance.

174 **San Mateo Accounting Service Center**

San Mateo Accounting Service Center (ASC) is responsible for receiving and making payments against the monthly invoice from RMBCS. San Mateo ASC sends a payment report to the CCAO monthly. ASC also has on-line access to RMBCS' IMPAC master file for the purpose of correcting invalid finance or general ledger account numbers.

175 **Purchasing and Materials**

Policies, Planning and Diversity (PPD), under the vice president of Purchasing and Materials, is responsible for the administration of the IMPAC Credit Card

Program nationwide. See Exhibit 1-1 for the contacts in PPD. This office does the following:

- a. Serves as the primary APC and liaison between the Postal Service and RMBCS and the GSA contracting officer.
- b. Issues credit card policy and procedure updates.
- c. Maintains Handbook AS-709, *Credit Card Policies and Procedures for Local Buying*.
- d. Supports the Inspection Service IMPAC Scanner (ISIS) software reporting tool.
- e. Provides training.
- f. Reviews and approves requests to deviate from credit card policies. Requests for deviations to the policy stated in this handbook must be submitted to the manager of Policies, Planning and Diversity (see Exhibit 1-1 for address).

176 Agency Program Coordinator

Previously known as the local point of contact (LPOC), the agency program coordinator (APC) is responsible for managing the IMPAC credit card program for his or her assigned area. There are coordinators at Headquarters, at each PMSC, and at various other levels in the field (e.g., district). An assistant APC may be designated to assist and serve as back-up. See Exhibit 1-1 for a list of the APCs at the PMSCs and Headquarters. The APC does the following:

- a. Oversees management of the credit card program for his or her area of responsibility.
- b. Sets up and updates the credit card accounts.
- c. Ensures that accounts are canceled for separated and transferred cardholders and CCAOs.
- d. Trains the cardholders and CCAOs.
- e. Resolves disputes.
- f. Authorizes one-time exemptions to established spending limits.
- g. Maintains credit card accounts documentation.

177 Credit Card Approving Official

The credit card approving official (CCAO) is responsible for managing and monitoring the credit card activity of a group of cardholders. He or she is responsible for ensuring that the card is not misused and that the appropriate payment was made to RMBCS. These responsibilities may not be redelegated. The CCAO does the following:*

- a. Verifies the accuracy of San Mateo ASC's payment to RMBCS.

The CCAO's function is different from the requirements approving official's function.

* The functions of the CCAO and the *requirements approving official* are not the same. Some personnel refer to the CCAO as the *reviewing official* to distinguish the CCAO from the *requirements approving official*. Sometimes one person may be both CCAO and *requirements approving official*, but both functions need not be held by the same person. The CCAO's approval authority applies only to managing and monitoring cardholders, while the *requirements approving official's* applies to the approval of Form 7381.

- b. Reviews/certifies RMBCS monthly statement.
- c. Challenges questionable purchases.
- d. Assists cardholders.
- e. Resolves disputes.
- f. Notifies the APC of account update information.
- g. Maintains credit card accounts documentation.

178 **Cardholder**

The cardholder is a person for whom a credit card account has been established. A cardholder may have more than one type of credit card. A cardholder may also be designated as a CCAO, but never for his or her own credit card. The cardholder is responsible for the proper use of the IMPAC credit card account and for disputing any improper charges. The cardholder does the following:

- a. Follows local buying policies and procedures.
- b. Keeps the credit card secure.
- c. Uses the credit card properly.
- d. Maintains accurate records of all transactions.
- e. Reconciles RMBCS monthly statement.

18 **Controls**

181 **Overview**

Besides the cardholder's reconciliation of RMBCS monthly statement and the CCAO's verification of payment accuracy, many unique controls have been established to ensure proper use of the IMPAC credit cards – for example, dollar spending limits and merchant activity type codes. VISA regulations require a merchant to obtain authorization. The authorization request is sent electronically to RMBCS through VISA's telecommunications network. RMBCS verifies the cardholder account and determines whether the purchase is within assigned dollar limits and for the proper type of merchant. A response approval, decline, or referral is transmitted back to the merchant. If the purchase is not within assigned dollar limits or for the proper type of code, the merchant will not be authorized to accept the credit card. Other types of local buying payment methods have no such controls.

Controls

- Cardholder's reconciliation
- CCAO's verification
- Dollar spending limits:
 - Single transaction
 - Cardholder 30-day
 - Office 30-day
- Merchant type code
- Oversight with ISIS

182 **Cardholder Spending Limits**

182.1 **Single Transaction Limit**

Each cardholder is assigned a single transaction limit for each credit card (EXPENSE, CAPITAL, VEHPARTS). A single transaction limit restricts the amount of any single purchase made by the cardholder. A single transaction may comprise multiple items and is the total of those items purchased at one time from a particular merchant. The total amount of the transaction may not

exceed the cardholder's assigned limit. This limit is determined by local management and assigned to each cardholder at the time the cardholder's account is set up. It should equal the amount of local buying authority, not to exceed \$10,000.

182.2 **30-Day Cardholder Spending Limit**

Each cardholder is assigned a 30-day dollar limit for each credit card (EXPENSE, CAPITAL, VEHPARTS). The cardholder limit determines the maximum dollar amount that will be authorized for a cardholder within a 30-day period. It is determined by local management and assigned to each cardholder at the time the cardholder's account is set up. This limit should be set at the amount of money reasonably expected to be spent in 30 days.

183 **30-Day Office Spending Limit**

A 30-day office limit is established at the CCAO level. This limit represents the maximum dollar amount that may be spent by the combined purchasing activity of all the cardholders who report to a particular CCAO within a 30-day period. When the 30-day office limit for a particular CCAO has been reached, no more credit card transactions will be authorized, even though an individual cardholder may not have reached his or her assigned 30-day cardholder limit. This limit is provided to assist in controlling budget or other office spending restrictions. It is determined by local management and assigned to the CCAO when the account is set up. The CCAO can request that the APC raise or lower the assigned spending limits to comply with budget changes.

The CCAO can request the APC to raise or lower the assigned spending limits to comply with budget changes.

184 **Merchant Activity Type Codes**

184.1 **Code for Type of Merchant**

Another unique purchase control of the IMPAC program is its ability to restrict use of the card by type of merchant. This is accomplished through the use of the merchant activity type code. This code identifies the category or type of goods and services sold by the merchant. It is assigned to each cardholder at the time of the cardholder's account set up.

184.2 **Code for VEHPARTS Credit Cards**

The Postal Service utilizes this feature of the credit card program for the VMF repair parts card to block merchants not selling vehicle repair parts. The merchant activity type code for VEHPARTS credit cards is 035.

184.3 **Code for EXPENSE and CAPITAL Credit Cards**

The Postal Service utilizes this feature of the credit card program for EXPENSE and CAPITAL credit cards to block merchants designated as airlines or airports. The merchant activity type code for EXPENSE and CAPITAL credit cards is 288. The previous code was changed to 288 for all cardholders with EXPENSE and CAPITAL credit cards by RMBCS in October 1995 at the request of the Postal Service based upon a recommendation by the Inspection Service.

- (3) Area diversity development specialist.
- b. Local and national nonpostal contacts:
 - (1) U. S. Small Business Administration.
 - (2) Minority Business Development Agency, Department of Commerce.
 - (3) Various trade/industry associations.

333.5 **Competition**

Competition is a contracting term and is required for purchases of \$10,000 and greater. Since the maximum IMPAC credit card single transaction cannot be greater than \$10,000, you are not required to solicit competition for your purchases. However, you should seek the best value for the Postal Service and ensure that the price paid is fair and reasonable — just as you would for your own personal credit card purchases.

333.6 **Best Value**

Strive to obtain the best value for the Postal Service each time you make a purchase. Best value is obtained by evaluating the price, quality, and any other factor necessary to meet the requester’s needs. However, prices and other factors being equal, rotate your buys among different merchants when making recurring purchases.

334 **Order Goods and Services**

334.1 **Suppliers Accepting VISA**

Your credit card can be used at any merchant accepting VISA cards for payment of purchases.

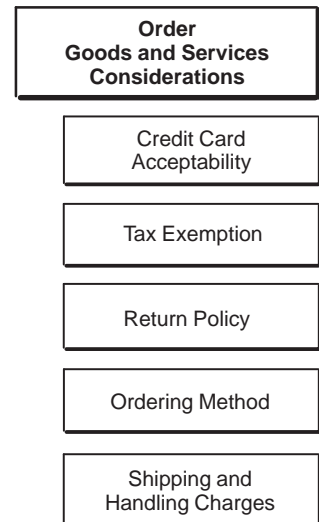
334.2 **Suppliers Not Accepting VISA**

334.21 **Alternatives**

You may find that some merchants, especially wholesalers, do not currently accept VISA cards. *If a merchant does not accept the card, try to find one that does.* If unsuccessful, notify the requisitioner, return the requisition, and suggest that another means of local buying be used (e.g., imprest fund, no-fee money order, cash, or commercial check).

334.22 **RMBCS Help**

If some of your current suppliers do not accept VISA cards as a method of payment, inform them that the IMPAC credit card is the Postal Service’s preferred method of payment. Refer them to their local bank or to RMBCS’ Merchant Card Group at 1-800-334-1941 (option 4) or 1-800-309-2404 (mailbox 99256) for information and assistance in getting set up and ready to accept your credit card. RMBCS can help establish them as VISA-capable merchants.



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334.7 **No Backorders, No Partial Shipments**

Although VISA regulations require that requested merchandise be shipped before a credit card charge can be processed by the merchant, you should advise your supplier that billing must not occur until full shipment is made. To prevent billing problems and disputes, *ask merchants not to back order any items and to make delivery only when the complete order can be shipped.*

334.8 **Shipping and Handling Charges**

334.81 **Mailable Merchandise**

If your order meets Postal Service mailing requirements of 70 pounds or less in weight and 108" or less in length and girth, request that it be sent via the Postal Service, with the transportation charges included in the price of the items. Postal employees should not provide permit or penalty labels to Postal Service suppliers.

334.82 **Nonmailable Merchandise**

If the merchandise is not mailable and the merchant is not going to make delivery with his personnel and equipment, the merchant may send shipments exceeding 70 pounds and less than 500 pounds by a surface carrier and add the freight charges to the order. When a single shipment is to be handled as air freight, or is expected to exceed 500 pounds, ask your material management specialist to recommend whether the supplier or the Postal Service should route and pay for the shipment.

335 **Document Your Purchase**

335.1 **Required Purchase Documentation**

Maintain a file to document all purchases. This file must include the following documentation:

- a. *Approved Purchase Requests.* A properly approved and funded request for each purchase or your bulk-funded Form 7381.
- b. *Sales and Credit Drafts and Receipts.*
- c. *IMPAC Credit Card Buying Log.*
- d. *Form 8162, Capital Property Record.* Use this form to report capital property after it is received.
- e. *Delivery Documentation.* This may be delivery tickets or any other documentation showing evidence of receipt.
- f. *RMBCS Statement of Account.* This statement is sent to you for reconciliation with your other purchase documentation (see 421.1).
- g. *Cardholder Statement of Questioned Item.* Complete this form and send it to RMBCS when you have a dispute (see 421.3).
- h. *San Mateo ASC Credit Card Payment Report.* This report is sent to the CCAO, who forwards it to you after the monthly reconciliation (see 422.3).

**VISA regulations
require that
merchandise be
shipped before the
merchant can
process a credit card
charge.**

**Document Your Purchase
Considerations**

Purchase Requests
Sales Draft
Credit Draft

IMPAC Credit Card
Buying Log

Bulk-Fund Declining
Balance

Capital Property
Record

Delivery
Documentation

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421.35 **CSQI Supporting Documentation**

After determining the appropriate dispute or chargeback reason and completing the CSQI form, you may need to attach some supporting documentation to the form before sending it to RMBCS. Examples of supporting documentation include:

- a. Copy of the postal receipt (in the event of returned merchandise).
- b. Copy of the credit voucher from the merchant.
- c. Written documentation substantiating prior contact with the merchant.

421.36 **Where to Send CSQI Form**

Timely submission of your dispute (within 60 days) is essential to ensure that the VISA chargeback rights do not expire. Send the CSQI form and a copy of any supporting documentation to:

IMPAC CARD SERVICES
 PO BOX 6346
 FARGO ND 58125-6346

421.37 **Notification From RMBCS**

At statement billing cycle time, you will receive a *Disputed Transaction Status Report by Cardholder* by separate mail. This report acknowledges receipt of all your disputed transactions that RMBCS is currently working and those resolved recently. See Exhibit 4-3 for an example of this report. You will also receive notification from RMBCS when a dispute is resolved. This notification will reference the merchant name and the amount of the transaction previously disputed and the resolution obtained.

421.38 **Credit on Statement of Account**

Once all necessary information (including supporting documentation from the merchant, when applicable) is received by RMBCS and if a chargeback is warranted, a credit will appear on your *Statement of Account* and the amount of the chargeback will be included in that month's balance.

421.39 **Disputes That Cannot Be Resolved**

If you cannot resolve a dispute, ask your CCAO or APC for assistance.

421.4 **Purchase Documentation Forwarding**

421.41 **Cardholder**

After completing the reconciliation process, sign and date the certification on the reverse side of the statement of account. Then attach all credit card purchase documentation to your statement for that billing cycle and send to your CCAO.

421.42 **Postmasters**

Postmasters who are cardholders must follow the reconciliation procedures for cardholders. However, when a waiver is approved in writing by the CCAO (who must be a higher level, e.g., postal operations manager), postmasters do not

Purchase

Documentation

- *Statement of Account*
 - Purchase requests
 - Sales/credit drafts
 - Delivery documentation
 - Credit card log
 - *Statement of Questioned Item*
 - Form 8162, *Capital Property Record*
-

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Exhibit 1-1
Agency Program Coordinators and Cosponsor Contacts

Agency Program Coordinators and Cosponsor Contacts

Purchasing and Materials Service Centers and Headquarters

GREAT LAKES AREA
Brenda Walden

(Deborah Hamilton)
 CHICAGO PMSC
 150 WACKER DR STE 200
 CHICAGO IL 60606-4100
 (312) 424-2465
 FAX (312) 424-2440

NY METRO AREA
Midge Cotner

(Penny Adgers-Peterson)
 HOBOKEN PMSC
 2 HUDSON PL 6TH FL
 HOBOKEN NJ 07030-5515
 (201) 217-2213
 FAX (201) 217-2230

ALLEGHENY AREA
Robert Montebello

PHILADELPHIA PMSC
 PO BOX 40592
 PHILADELPHIA PA 19197-0592
 (215) 931-5166
 FAX (215) 931-5145

WESTERN AREA
Shirley Hardiman

(Michele Schueman)
 DENVER PMSC
 3300 S PARKER RD STE 400
 AURORA CO 80014-3500
 (303) 369-1253
 FAX (303) 369-1208

PACIFIC AREA
Marianne Ellis

(Evelyn V. Marcal)
 SAN FRANCISCO PMSC
 395 OYSTER POINT BLVD STE 205
 S SAN FRANCISCO CA 94099-6260
 (650) 794-6241
 FAX (650) 794-0427

NORTHEAST AREA
Jeff Kaufman

WINDSOR PMSC
 8 GRIFFIN RD N
 WINDSOR CT 06095-1572
 (860) 285-7340
 FAX (860) 285-7272

MIDWEST AREA
Pam Scharffbillig

(Gladys V. Radermacher)
 MINNEAPOLIS PMSC
 2051 KILLEBREW DR STE 610
 BLOOMINGTON MN 55425-1880
 (612) 851-1178
 FAX (612) 851-1112

SOUTHWEST AREA
Dale Morron

(Steve Carpenter)
 DALLAS PMSC
 PO BOX 667190
 DALLAS TX 75266-7190
 (214) 819-7127
 FAX (214) 819-7125

HEADQUARTERS
Vacant

HEADQUARTERS PURCHASING
 475 L'ENFANT PLZ SW RM 4541
 WASHINGTON DC 20260-6230
 (202) 268-4145
 FAX (202) 268-2826

MID-ATLANTIC AREA
Yvonne Andrews

(Ronnie E. Kluttz)
 GREENSBORO PMSC
 PO BOX 27496
 GREENSBORO NC 27498-0001
 (910) 665-2874
 FAX (910) 665-2866

SOUTHEAST AREA
Jane Gatewood

(Julia Lacey)
 MEMPHIS PMSC
 225 N HUMPHREYS BLVD
 MEMPHIS TN 38166-6260
 (901) 747-7534
 FAX (901) 747-7492

Cosponsor Contacts

**Purchasing and Materials
 Policies, Planning and Diversity**

Marie K. Moroney (202) 268-4117
 George E. Melendez (202) 268-5693
 475 L'ENFANT PLZ SW RM 4130
 WASHINGTON DC 20260-6230

**Finance
 National Accounting**

Ravi Aharam (202) 268-3261
 Jim Lauber (202) 268-3321
 475 L'ENFANT PLZ SW RM 8831
 WASHINGTON DC 20260-5241

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Exhibit 3-3

Controlled Items That May Require Special Management Approval (p. 1)

Controlled Items That May Require Special Management Approval

There are goods and services that are controlled by specific functional areas and may require prior special management approvals before they can be bought with the IMPAC credit card. These controls are communicated in manuals, handbooks, management instructions, and memorandums. Requests for controlled items should be carefully reviewed to ensure that appropriate management approvals have been obtained. The list below is not all-inclusive but provides some guidelines. Seek the advice of the specific functional areas indicated for details.

a. *Computer hardware and software*

Functional area: Information Systems.

Before purchasing any computer hardware or software, check with Information Systems for national and local policy governing such items.

b. *Electrically operated convenience items*

Functional area: Maintenance or Building Services.

Check with your Maintenance or Building Services personnel before buying personal electrically operated convenience items. There are specific electrical and wiring codes and safety standards that must be met. Some of these items include microwave ovens, heaters, fans, electric pencil sharpeners and staplers, water coolers, smoke control devices, coffee pots, hot plates or warmers, televisions, clocks, radios, desk and accent lamps, and small refrigerators.

c. *Membership fees and dues*

Functional area: Human Resources or Employee Relations.

Approval authority for membership fees and dues for professional associations is listed in the *Employee and Labor Relations Manual* (ELM), section 75.

d. *Printing, copying, and duplicating*

Reference: ASM 37.

Printing, copying, and duplicating policies and procedures are covered in the *Administrative Support Manual* (ASM), section 37. Before buying these types of products and services, be sure that all policies in this section of the ASM are followed. *The IMPAC credit card can be used for requirements of fewer than 5,000 copies of 1 page or fewer than 25,000 total copies of multiple pages.*

e. *Publications*

Functional area: Headquarters Library.

At Headquarters, requisitions for publications require prior approval from the Library. Publications include books, reports, and periodical subscriptions.

Exhibit 3-3

Controlled Items That May Require Special Management Approval (p. 2)**Controlled Items That May Require
Special Management Approval**

(Continued)

f. *Refreshment and Meal Expenses*

Functional area: Finance.

Requisitions for refreshments and meals must be approved in accordance with policy issued by Finance in Management Instruction FM-640-97-3, *Payment for Meals and Refreshments*.

g. *Tools, or hardware supplies*

Functional area: Maintenance or Building Services.

Check with Maintenance or Building Services and/or your local supply room before buying these items. Examples are light bulbs, small hand tools, locks, keys, door stops, desk and wall signs, paint, curtains, blinds, solar window covering, carpets or floor mats, plants or plant hanging devices.

Exhibit 3-4

Unauthorized Purchases With the IMPAC Credit Card (p. 1)

Unauthorized Purchases With the IMPAC Credit Card

There are goods and services that may not be purchased with the IMPAC credit card. They are considered unauthorized and must be obtained by another purchasing and payment method that varies depending on the type of goods and services. These goods and services have been grouped into two major categories: those that fall under statutory and legislative requirements and those that require special tracking and reporting. Contact your administrative support office, APC, Headquarters Purchasing, or your PMSC for details about these unauthorized purchases, the exceptions, and for information on how to acquire and pay for the goods and services listed below.

Statutory and Legislative Requirements

Cardholders must ensure that their purchases do not violate, either intentionally or unintentionally, the requirements of key labor laws that are designed to ensure that employees are paid no less than the minimum wage. These labor laws are:

- *Davis-Bacon Act.* This act applies to new construction or repair and alteration work over \$2,000.
- *Service Contract Act.* This act applies to purchases of services over \$2,500 that are exempt from the Fair Labor Standards Act.

Items that either fall under these Acts or under other federal/postal requirements that may not be bought with the IMPAC credit card are:

a. *Building services when the requirement exceeds \$2,500 per one-time expenditure*

Examples of building services are ash, trash, and rubbish removal; snow and ice removal; lawn and grounds maintenance; window cleaning; cloth and laundry service; air conditioning service; and equipment maintenance such as HVAC, switch gear, and other plant systems that are covered by the Service Contract Act. However, certain types of maintenance, such as calibration and repair of automated data and word processing equipment and office business machines, are exempt from the Service Contract Act. For these services purchased from the manufacturer or supplier of the equipment, you may use the card and exceed the \$2,500 threshold up to your delegated local buying authority.

b. *Building services when an office estimates that a particular service provided by the same supplier will exceed \$2,500 per year.*

c. *Cleaning services*

Structured contracting procedures apply. Under certain circumstances, post offices may hire self-employed contract cleaners when the value of the services they will provide will cost less than \$10,000 per year, but not with the IMPAC credit card. Contact your servicing PMSC or Headquarters Purchasing.

d. *Coin-operated copiers*

Structured contracting procedures apply. Must be purchased by PMSC or Headquarters Purchasing.

e. *Contract postal units*

Structured contracting procedures apply. Must be purchased by PMSC or Headquarters Purchasing.

f. *Elevator maintenance valued at more than \$2,500 per year*

Structured contracting procedures apply. Elevator maintenance services must be purchased by the PMSC or Headquarters Purchasing when the yearly requirement with a supplier will exceed \$2,500. Local buying authority and the IMPAC credit card may be used when the value is expected to be \$2,500 or less.

Exhibit 3-4

Unauthorized Purchases With the IMPAC Credit Card (p. 2)**Unauthorized Purchases
With the IMPAC Credit Card**

(Continued)

g. *Elevator repairs valued at more than \$2,000 per repair*

Structured contracting procedures apply. Elevator repair services must be purchased by the PMSC or Headquarters Purchasing when the requirement is expected to exceed \$2,000 per repair. Local buying authority and the IMPAC credit card may be used when the value is \$2,000 or less.

h. *Facility repairs and alterations valued at \$2,000 or more*

This includes new construction, alteration, repair (including painting), improvements of all types and the demolition of building structures or other real property. It does not include exploratory drilling and other investigative work aimed at obtaining preliminary data to be used in engineering, environmental or other studies, and not a part of the beginning or continuance of the construction process.

i. *Food Services*

Structured contracting procedures apply. Must be purchased by PMSC or Headquarters Purchasing.

j. *Hazardous waste clean-up and disposal*

Regardless of the material type or size of job, hazardous waste clean-up and disposal services may not be obtained with the IMPAC credit card or any other type of local buying method unless (1) use of local buying has been approved by the area or district environmental compliance coordinator in writing, (2) use of the credit card is an authorized means of placing delivery orders under a contract or agreement issued by a PMSC or Headquarters, or (3) you are purchasing supplies that may contain hazardous substances as approved in Handbook AS-553, *Hazardous Waste Guide*.

k. *Mail transportation services.*l. *Medical, legal, design and engineering, or consulting services.*m. *Vehicle leasing*

Structured contracting procedures apply. Must be purchased by PMSC or Headquarters Purchasing.

n. *Vehicle repair and maintenance*

Structured contracting procedures apply. Services greater than \$2,500 must be purchased by PMSC or Headquarters Purchasing. Local buying authority may be used when the value is \$2,500 or less, *but not with the IMPAC credit card*.

o. *Vehicle washing and polishing*

Structured contracting procedures apply. Services greater than \$2,500 must be purchased by PMSC or Headquarters Purchasing. Local buying authority may be used when the value is \$2,500 or less, *but not with the IMPAC credit card*.

Exhibit 3-4

Unauthorized Purchases With the IMPAC Credit Card (p. 3)

Unauthorized Purchases With the IMPAC Credit Card

(Continued)

Special Tracking and Reporting

There are some goods and services that require a unique account number for tracking and reporting (e.g., to Congress or IRS) by Finance. For information on how to acquire and pay for these goods and services, contact Finance, Administrative Support, Headquarters Purchasing, or your PMSC.

Items that require special tracking and reporting and cannot be purchased with the IMPAC credit card are listed below:

a. *Advance payments*

There are two exceptions where a cardholder may use the EXPENSE credit card to make advance payments (up to the designated single transaction limit):

- (1) For training when it is job-related. (Tuition reimbursement or self-developmental training that is not job-related may not be purchased with the credit card.)
- (2) Where it is a common trade practice to pay in advance. See Management Instruction FM-610-91-2, *Advance Payments*, for details. When paying by credit card, a properly approved Form 7381, Form 1782, or other purchase request satisfies the management instruction's paragraph IV.A approval requirement.

b. *Building or land rental, lease, or purchase.*

c. *Cash advances*

Cash advances are not permitted under any circumstances.

d. *Employee cash awards*

Cash awards may not be purchased with the IMPAC credit card. However, employee cash-equivalent awards (e.g., gift certificates) and noncash awards (e.g., pen and pencil sets, fitness bags, briefcases, polo shirts) may be purchased with the IMPAC credit card, provided that taxes are withheld as required by the IRS. Cash-equivalent awards (regardless of amount) are taxable and must be reported. Noncash employee awards are reportable if the purchase value exceeds \$50 and has a market value. The giver of the taxable award is responsible for completing and sending Form 8124-X to the Minneapolis ASC so that taxes can be withheld and reported to the IRS. The cardholder is not responsible to review or process Form 8124-X.

e. *Gasoline or oil for vehicles (personal, rented, leased, or Postal Service-owned).*

f. *Travel expenses*

These include airline, bus, and train tickets, lodging, drink, and meal expenses. (The government travel credit card currently issued by American Express should be used.) However, the IMPAC EXPENSE credit card may be used for hotel-related expenses that are not travel-related, such as conference room and audiovisual equipment rentals.

g. *Utilities*

These include electricity, gas, oil, and metered fuel.

h. *Vehicle repair parts.*

The only exception: VMFs may use the VEHPARTS credit card to purchase vehicle repair parts.

Exhibit 4-1b

Cardholder Statement of Account (back)

CARDHOLDER CERTIFICATION STATEMENT

"I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL OF MY STATEMENTS ARE TRUE, CORRECT, COMPLETE AND MADE IN GOOD FAITH, AND SUBJECT TO TITLE 18 U.S. CODE, SECTION 1001."

<i>Kathy Smith</i>	<i>10/23/95</i>	<i>Christy Reid</i>	<i>10-30-95</i>
CARDHOLDER SIGNATURE	DATE	APPROVING OFFICIAL SIGNATURE	DATE

PURCHASES MADE WITH THE CREDIT CARD ARE IN MOST INSTANCES EXEMPT FROM STATE AND LOCAL TAXES. IT IS IMPORTANT THAT YOU ADVISE THE MERCHANT OF THIS BEFORE THE PURCHASE IS AUTHORIZED OR THE BILL IS PREPARED.

INSTRUCTIONS FOR DISPUTING A SALES TRANSACTION

1. Attempt to resolve the dispute with the vendor.
2. Complete the Cardholder Statement of Questioned item form. This form is available from your Approving Official or Agency Program Coordinator.
3. Pay particular attention to:
 - describing the attempted vendor resolution
 - signing the form
 - providing your day time telephone number including area code
 - attaching any supporting documentation such as credit vouchers, return shipping documents such as postal receipts or UPS receipts, etc
4. Return the original form to:
 - IMPAC CUSTOMER SERVICE
 - PO BOX 6346
 - FARGO ND 58125-6346
5. The Statement of Questioned Item must be returned to RMBCS no later than 60 days after the statement date on which the transaction appeared in order to preserve your rights to dispute the transaction.
6. Retain a copy for your files and forward a copy with your certified Statement of Account to your Approving Official or other routing as indicated by your office's internal procedures.

If you have any questions concerning disputing a transaction, you are encouraged to call I.M.P.A.C. Customer Service at 1-800-227-6736 so that we might assist you.

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IMPAC Credit Card USPS Cardholder Account Update

USE ONLY THE NUMBER OF SPACES PROVIDED. NO PUNCTUATION.

CHECK APPLICABLE BOXES

CHANGE

CANCELLATION

CARD DESTROYED

(Do not return card to RMBCS)

FILE CODE 013
RMBCS USE ONLY

FILE CODE 038
RMBCS USE ONLY

FILE CODE 098
RMBCS USE ONLY

CARDHOLDER _____
(Print name exactly as it appears on the IMPAC credit card)

ACCOUNT NO. _____

FILL IN ONLY THE INFORMATION BELOW THAT IS TO BE CHANGED

CARDHOLDER INFORMATION TO BE CHANGED:

CARDHOLDER NAME _____
(First name, middle initial, last name)
OFFICE NAME _____
ADDRESS _____
(ROOM, SUITE) _____
CITY _____ **STATE** _____
ZIP+4 _____ - _____
PHONE NO. _____ - _____

CARDHOLDER CONTROLS TO BE CHANGED:

MERCHANT ACTIVITY TYPE _____

SINGLE PURCHASE LIMIT \$ 0 _____ , _____ Up to \$10,000 in \$50 increments. Zero fill to left.

30-DAY LIMIT \$ _____ , _____ Up to \$999,900 in \$100 increments. Zero fill to left.

OTHER INFORMATION TO BE CHANGED:

REISSUE CARD YES (New card will be sent if circled.)

MASTER ACCOUNTING CODE _____ *Complete only if error at set-up.*

Example Only: 1 0 2 4 1 2 5 2 1 1 1

Enter **finance number** in first six spaces; leave seventh space blank; indicate appropriate account number in last five spaces:
52111 for EXPENSE card, 17802 for CAPITAL card, or 14351 for VEHPARTS card (User Field 2 on set-up form).

NEW APPROVING OFFICIAL ACCOUNT NO. _____



(Complete only if cardholder account is being transferred to a new approving official.
The account will not be transferred until the beginning of the next cycle period.)

CYCLE DATE ____ (18)

FOR RMBCS USE ONLY:
REC'D DATE _____
INPUT/VERIFY DATE _____
REJECT REASON _____
 NEED A.O. ACCT # OR A.O. SET-UP
 NEED AUTHORIZED SIGNATURE
 MISSING INFORMATION

AUTHORIZED/SUBMITTED BY Agency Program Coordinator (APC):

Signature: _____

Print Name: _____

Phone: _____ Date: _____

APC sends this form to:

IMPAC CARD SERVICES
PO BOX 6346
FARGO ND 58125-6346

(1-800-227-6736)
(FAX 701-461-3466)

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IMPAC Credit Card USPS Approving Official (CCAO) Account Update

USE ONLY THE NUMBER OF SPACES PROVIDED. NO PUNCTUATION.

CHECK APPLICABLE BOX

CHANGE

(FILE CODE 013)

CANCEL

(FILE CODE 098)

AO NAME _____

(Print name exactly as it appears on the IMPAC reports.)

AO ACCOUNT NO. _____

FILL IN ONLY THE INFORMATION BELOW THAT IS TO BE CHANGED

APPROVING OFFICIAL INFORMATION TO BE CHANGED:

OFFICE NAME _____

AO NAME _____

(First name, middle initial, last name)

ADDRESS _____

(ROOM, SUITE) _____

CITY _____ **STATE** _____

ZIP+4 _____ - _____

PHONE NO. _____ - _____ - _____

OFFICE LIMIT \$ _____ , _____ Up to \$999,900 in \$100 increments only. Zero fill to left.

COMMENTS:

FOR RMBCS USE ONLY:

REC'D DATE _____

INPUT/VERIFY DATE _____

REJECT REASON _____

- FORM INCOMPLETE
- NEED AUTHORIZED SIGNATURE

AUTHORIZED/SUBMITTED BY Agency Program Coordinator (APC):

Signature: _____

Print Name: _____

Phone: _____ Date: _____

APC sends this form to:

IMPAC CARD SERVICES
PO BOX 6346
FARGO ND 58125-6346

(1-800-227-6736)
(FAX 701-451-3466)

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**ROCKY MOUNTAIN BANKCARD SYSTEM ®
I.M.P.A.C. ® PROGRAM
CARDHOLDER STATEMENT OF QUESTIONED ITEM**
(Please print or type in black ink.)

CARDHOLDER NAME (please print or type) _____ ACCOUNT NUMBER _____

CARDHOLDER SIGNATURE _____ DATE _____ (AREA CODE) TELEPHONE NUMBER _____

The transaction in question as shown on Statement of Account:

Transaction Date	Reference Number	Merchant	Amount	Statement Date
_____	_____	_____	_____	_____

Please read carefully each of the following situations and check the one most appropriate to your particular dispute. If you have any questions, please contact us at 800/227-6736. We will be more than happy to advise you in this matter.

1. **UNAUTHORIZED MAIL OR PHONE ORDER**
 I have not authorized this charge to my account. I have not ordered merchandise by phone or mail, or received any goods or services.
2. **DUPLICATE PROCESSING - THE DATE OF THE FIRST TRANSACTION WAS _____.**
 The transaction listed above represents a multiple billing to my account. I only authorized one charge from this merchant for this amount. My card was in my possession at all times.
3. **MERCHANDISE OR SERVICE NOT RECEIVED IN THE AMOUNT OF \$ _____.**
 My account has been charged for the above transaction, but I have not received the merchandise or service. I have contacted the merchant but the matter was not resolved. **(Please provide a separate statement detailing the merchant contact, and the expected date to receive merchandise.)**
 My account has been charged for the above listed transaction. I have contacted this merchant on _____ (date) and canceled the order. **I will refuse delivery should the merchandise still be received.**
4. **MERCHANDISE RETURNED IN THE AMOUNT OF \$ _____.**
 My account has been charged for the above listed transaction, but the merchandise has since been returned
Enclosed is a copy of my postal or UPS receipt.
5. **CREDIT NOT RECEIVED**
 I have received a credit voucher for the above listed charge, but it has not yet appeared on my account. **A copy of the credit voucher is enclosed.** (Please provide a copy of this voucher with this correspondence.)
6. **ALTERATION OF AMOUNT**
 The amount of this charge has been altered since the time of purchase. **Enclosed is a copy of my sales draft showing the amount for which I signed.** The difference of amount is \$ _____.
7. **INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE**
 I do not recognize this charge. Please supply a copy of the sales draft for my review. I understand that when a valid copy is sent to me, a Statement of Questioned Item Form must be provided and will include the copy of the sales draft if a further dispute exists. If a copy of the sales draft cannot be obtained, a credit will appear in my account.
8. **COPY REQUEST**
 I recognize this charge, but need a copy of the sales draft for my records.
9. **SERVICES NOT RECEIVED**
 I have been billed for this transaction, however, the merchant was unable to provide the services.
 Paid for by another means. My card number was used to secure this purchase, however final payment was made by check, cash, another credit card, or purchase order. **(Enclosed is my receipt, canceled check (front & back), copy of credit card statement, or applicable documentation demonstrating that payment was made by other means.)**
10. **NOT AS DESCRIBED**
 (Cardholder must specify what goods, services, or other things of value were received.) The item(s) specified do not conform to what was agreed upon with the merchant. (The cardholder must have attempted to return the merchandise and state so in their complaint.) _____
11. If none of the above reasons apply - please describe the situation:

(Note: Provide a complete description of the problem, attempted resolution and outstanding issues. Use a separate sheet of paper, if necessary, and sign your description statement.)

MAIL TO: IMPAC CARD SERVICES, PO BOX 6346, FARGO ND 58125-6346

CSQI-R0494

HBK AS-709 Revision



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-1540

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

Postal Service Orders for Postal Bulletin

- New Order
- Change of Address
(Include *Postal Bulletin* mailing label.)

Attention Line

Postal Facility Name

Delivery Address

City State ZIP+4

Person to Contact
()

Daytime Telephone

- Change Quantity of Subscription
(Include *Postal Bulletin* mailing label.)

Current Quantity _____ New Quantity _____

Distribution: The GPO distributes the *Postal Bulletin* for the Postal Service to all postal facilities except classified stations and branches, contract postal units, and detached mail units, which receive copies from their administrative post office.

Missing Issues: If postal facilities that receive the *Bulletin* from GPO do not receive their order, they should call the *Postal Bulletin* editor at 202-268-2836. All other facilities should contact their administrative post office.

Address and Quantity Changes and Subscription Problems: Postal facilities may send address and quantity changes and subscription queries via cc:Mail to POSTAL BULLETIN or via the Internet to pbulleti@email.usps.gov. Please include old and new address and quantities, and the "P00" subscription number from your address label. Postal facilities may also complete this form and mail it to:

ATTN POSTAL BULLETIN
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 2800
WASHINGTON DC 20260-1540

All other facilities should contact their administrative post office.

Single Copies (back to 1 year): To order extra copies or back issues, call MDC Customer Service at 800-332-0317 or send PS Form 7380, *MDC Supply Requisition*, to:

MATERIAL DISTRIBUTION CENTER
ATTN SUPPLY REQUISITIONS
500 SW MONTARA PKY
TOPEKA KS 66624-9602

Please use the correct item number: 7690-04-000-2597.



Public Orders for Postal Bulletin

- New Order
- Change of Address
(Include *Postal Bulletin* mailing label.)

Attention Line

Company Name

Delivery Address

City State ZIP+4
()

Daytime Telephone

Subscription: Domestic - \$83.00 per year; International - \$103.75 per year

Subscription Orders: 202-512-1800

Subscription Inquiries: 202-512-1806 **Fax:** 202-512-2250

Single Copies (back to 16 issues): Domestic - \$5.00; International - \$6.25

- Enter _____ Annual Subscription(s).
Total Amount \$ _____

- Send _____ additional copies of Bulletin # _____
Total Amount \$ _____

- GPO deposit account [] [] [] [] [] [] [] [] - []

- Check/money order payable to: Superintendent of Documents

- VISA MasterCard

Credit Card Number Expiration Date

Signature

Mail Completed Form and Payment To:

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