

# POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 21977, July 30, 1998

## Instructions for Government Fiscal Year Closing — September 30, 1998

### I. Headquarters Closing Instructions

The Postal Fiscal Year (FY) 1998 ends September 11, 1998. Accounting Period (AP) 13, FY 1998, will contain all activity in Budget Authorization (B/A) and finance number detail. AP 14, FY 1998 is a bookkeeping control period to accommodate the September 30, 1998, Government Fiscal Year (GFY) reporting requirements. Revenue and expense accruals will be generated mechanically at the national level for this period. No other revenue and expense activity will be recorded in AP 14, FY 1998. FY 1999 begins on September 12, 1998, and ends on September 10, 1999.

#### A. Trial Balance and Related Reports

The Minneapolis Information Service Center (MISC) will render the National Consolidated Trial Balance Report to Headquarters according to the following schedule:

AP	Ending Date	Reporting Date
12/1998	08/14/1998	08/20/1998
13/1998	09/11/1998	09/23/1998
14/1998	09/30/1998	10/05/1998
15/1998	09/30/1998	10/08/1998
01/1999	10/09/1998	10/16/1998

#### B. Capital and Expense Commitment Activities

All organizations must limit their expenditures to essential spending. All vice presidents must review all discretionary spending for non-personnel expense items. Automation and mechanization equipment expense contracts and remote bar code sorting (RBCS) keying and maintenance contracts are considered non-discretionary spending.

**Capital.** Purchasing will not accept requisitions after August 21 unless work is currently underway on advance requirements or the buying manager grants an exception. Capital commitments, particularly Postal Support Equipment, should also be limited to essential needs.

**Expenses.** Year-end requirements for expense commitment activities follow. For FY 1998, a minimum of \$5,000 may be accrued per contract sequence number. For miscellaneous (non-commitment) expenses, a minimum of \$5,000 may be accrued per individual purchase or service.

Purchasing and Materials will process all requisitions for the issuance of contracts against FY 1998 funds according to the following priorities:

- Priority 1 — Capital commitment requisitions.
- Priority 2 — Expense commitment requisitions.
- Priority 3 — Expense non-commitment requisitions.

For capital requisitions received before September 11, Purchasing and Materials will make every attempt to issue the required contract in time for the San Mateo Accounting Service Center (ASC) processing against FY 1998 funds. Contracts for requisitions requiring issuance of a solicitation or negotiations with vendors received prior to September 11 may not in all cases be issued in time for processing against FY 1998 funds. Requisitions received after September 11 will be processed for FY 1999.

All commitment documents with award dates prior to and including September 11 must be forwarded to reach the San Mateo ASC no later than September 14. Appropriate receiving reports or certified invoices for goods and services *received by* September 11 must be forwarded to the San Mateo ASC for receipt no later than September 14. Budget coordinators must expedite processing of receiving reports and certified invoices as these documents are used to charge cost to the proper fiscal year.

If it is impossible to furnish a certified invoice in time to reach the San Mateo ASC by September 14, then complete PS Form 8163, *Request for Fiscal Year 1998 Expense Accrual*, found on page 11 of this *Postal Bulletin*. Documentation must support these forms that are prepared for book- ing accruals (reference PS Form 8163 for examples of proper vendor documentation). Each budget coordinator has received special instructions for processing these documents.

When you submit the actual certified invoice, include the statement "Accrued to FY 1998" on the face of the document.

Documents received at the ASC pertaining to September 12 and subsequent activity will be recorded in FY 1999.

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**Ordering Information:** Following is the list of postal stock numbers (PSNs) to use when ordering copies of the *Postal Bulletin* from the MDCs:

PB 21977: 7690-04-000-2609

PB 21976: 7690-04-000-2608

PB 21975: 7690-04-000-2607

PB 21974: 7690-04-000-2606

PB 21973: 7690-04-000-2605

PB 21972: 7690-04-000-2604

PB 21971: 7690-04-000-2603

PB 21970: 7690-04-000-2602

PB 21969: 7690-04-000-2601

**The *Postal Bulletin* is published biweekly; information is effective for 1 year unless it changes the text of permanent directives or unless otherwise specified.**

# 1. USPS/GSA Purchasing Credit Card Program

Corporate Accounting (Accounts Payable) at Headquarters will make arrangements with Rocky Mountain Bank to ensure that expense, inventory, and capital purchases incurred through September 11 have been billed.

**Capital, Expense, and Inventory Purchases.** Rocky Mountain Bank will forward the August 18 VISA billing tape to the San Mateo ASC for processing in AP 13, FY 1998. Rocky Mountain Bank will forward a *special September 11 VISA accrual tape to the San Mateo ASC for processing in AP 13, FY 1998, charged to service-wide and reinstated (reversed) in AP 13, FY 1999. The September 18 VISA billing tape will be processed and paid against applicable finance numbers in AP 1, FY 1999.* The normal VISA Credit Card Payment Report will be sent to approving officials after the billing tape is processed.

**Note:** *Charges not on the August 18 billing will be charged to B/A holder offices in FY 1999.* No accruals will be accepted for any type of credit card purchase. *The September 18 billing will be the first of twelve tapes processed to B/A holder offices in FY 1999.* There will not be a tape processed in AP 10, FY 1999.

Credit card approving officials may manually reallocate actual expense for purchases — within nonpersonnel categories and capital budget — to properly account for credit card purchases. All guidelines on the use of the credit card must be followed.

# 2. Imprest Fund

Imprest fund cashiers should submit SF 1129, *Reimbursement Voucher*, for expenses incurred through September 11 to reach the San Mateo ASC by September 14. Cashiers entering SFs 1129 online must cut off by close of business (COB) September 11 for FY 1998 expenses. *Do not use a PS Form 8163 for September 11 and prior expenses received after the cutoff.*

# 3. Nonpostal Training

For completed nonpostal training, offices should submit an original PS Form 1782, *Training Request and Authorization*, with supporting documentation (e.g., invoice, canceled check) to reach the San Mateo ASC by September 14 for payment in FY 1998. The ASC will not accept PS Form 1782 without supporting documentation. Do not use PS Form 8163 to accrue these expenses.

# 4. Government Printing Office (GPO)

The San Mateo ASC will establish accruals for those items not yet billed to the Postal Service that have a contractual "deliver-by" date of September 11 or earlier.

Headquarters Printing will coordinate this accrual information with GPO and the San Mateo ASC. A minimum of \$5,000 will be accrued for each GPO printing requisition.

**Note:** Headquarters Printing Purchasing will also coordinate non-GPO printing accruals. Printing purchases against basic pricing agreements (BPAs) will not be accrued.

# 5. FEDSTRIP

Headquarters offices authorized to make FEDSTRIP purchases should anticipate their needs through *September 11* and issue FEDSTRIP requisitions *no later than August 31*.

**Exception:** The material distribution centers (MDCs) may place FEDSTRIP orders through September 11. However, the St. Louis ASC must be advised no later than COB *September 11* of all orders placed after August 31.

# 6. Utilities — Headquarters Field Revenue Offices Only

Completed PS Form 8163 must be received at the San Mateo ASC by September 14.

To estimate the September 11 accrual amount, perform the following:

**Step 1:** Review the last invoice processed and determine the number of days beginning from the service ending date through September 11.

**Example:** Billing period = 7/27–8/25

Number of days to accrue = 17 (8/26–9/11)

**Step 2:** Divide the invoice amount by the number of days in the billing period to determine the daily rate.

**Example:** Invoice amount = \$15,000

Billing Period = 30 days

Daily rate = \$500

**Step 3:** Multiply the daily rate calculated in Step 2 by the number of days determined in Step 1.

**Example:** \$500 x 17 = \$8,500

**Note:** If the amount calculated in Step 3 is \$5,000 or greater, accrue on PS Form 8163. Do not accrue if the amount is less than \$5,000.

# 7. Utilities — Nonrevenue Offices Only

Certified invoices and/or PS Form 8163 must be received at the San Mateo ASC by September 14.

To estimate the September 11 accrual amount, refer to the above example.

**8. Travel/Relocation**

All Headquarters offices must promptly submit travel and/or relocation vouchers through the proper administrative channels to the San Mateo ASC on the following schedules:

- a. Vouchers for all travel and/or relocation performed through September 11 must be received by the San Mateo ASC or other entry sites by September 14. Do not use PS Form 8163 to accrue these expenses. Travel vouchers processed by remote sites should be entered in APARS by September 18.

**Note:** The traveler may need to request a hotel bill, car rental bill, etc., as of September 11, and submit a travel voucher for all expenses incurred as of September 11.

- b. Corporate Accounting at Headquarters will arrange with travel agencies to accrue expenses incurred for transportation costs under the American Express Government Travel Account (GTA). Amounts will be charged to service-wide and reinstated (reversed) in AP 13, FY 1999.
- c. Costs incurred from relocation management firms services (e.g., transportation of household goods and home sale expenses) through September 11 will be accrued by Corporate Accounting at Headquarters.

**9. Government Bills of Lading (GBL)**

GBL invoices dated through September 11 must be transmitted to San Mateo ASC by September 17. National Traffic Service (NTS) should resume transmission on September 21.

**10. Incentive Awards**

PS Form 1727, *Award Recommendation/Authorization*, PS Form 1270, *Idea Proposal*, Request for Incentive Payment and/or USPS Waiver Offer for Purchase of Right-Hand Drive Vehicles, PCES Recognition Authorization and both the Individual, and Team EAS Recognition/Awards Program Authorization Forms, submitted in time to reach the Minneapolis ASC by September 4, will be recorded in AP 13, FY 1998. Incentive forms received after this date will be recorded in AP 1, FY 1999.

**11. Back Pay Awards**

All offices are requested to expedite the processing of back pay awards and forward the completed documentation to the Minneapolis ASC as soon as possible. Documents must be accurate, complete and received at the Minneapolis ASC on or before August 1, 1998, to ensure processing in AP 13, FY 1998.

**12. Liquidation of Accruals**

Accruals must be liquidated as soon as possible. Offices submitting accruals must monitor their accruals, and payments against those accruals, to ensure that the accruals are properly liquidated. All FY 1998 accruals processed by the San Mateo ASC that remain unliquidated at the end of AP 06, FY 1999, will be reversed automatically as a prior year credit. Subsequent payments will be charged to the appropriate budget finance number as a FY 1999 expense.

**II. Field Closing Instructions**

These FY closing instructions and related reporting dates supplement the procedures followed during the normal accounting periods and/or quarterly reports. Address questions about these instructions to the local post office or district office for clarification or technical assistance.

**A. Activities Affecting the Accounting Service Center (ASC)****1. Statement of Account Activities (Including CAPS)**

The accountbook for FY 1998 continues through COB September 11. Postmasters of CAG A–G post offices and installation heads of processing and distribution centers (P&DCs), air mail centers (AMCs), remote encoding centers (RECs), bulk mail centers (BMCs), the Philatelic Fulfillment Center, Stamp Depository, and the Stamped Envelope Unit submit a statement of account that includes financial transactions from August 15 through September 11. Identify this statement as AP 13 and submit it on PS Form 1555, *Statement of Account (CAG A–L)* (October 1997 edition). Offices and installations that use the Standard Field Accounting System (SFAS) will transmit the computerized Statement of Account (SOA) and mail a hard copy of the SOA to the ASC as usual. *The deadline for data entry of SOAs for all CAG H–L offices not on SFAS is extended to Monday (noon, central daylight time), September 21, of AP 1, FY 1999.* Normal quarterly processing deadlines will resume in Postal Quarter (PQ) I, FY 1999.

Postmasters of CAG H–L offices must submit a PS Form 1555 (October 1997 edition) for PQ IV, covering May 23 through September 11, 1998. All offices must submit the statements of account to their district for online entry no later than Monday, September 14. The normal accounting period support detail items listed below must accompany them.

Account identifier code (AIC) support documents required:

- 501 PS Form 17, *Stamp Requisition*.
- 502 PS Form 17, *Stamp Requisition* (Bird Stamps).
- 510 PS Form 3238, *Stamps and Stamped Paper Destruction Certificate*.
- 511 PS Form 3238, *Stamps and Stamped Paper Destruction Certificate* (Bird Stamps).
- 519 PS Form 2130, *Claim for Loss — Initial Letter*
- 520 PS Form 2130, *Claim for Loss — Initial Letter*
- 633 PS Form 2130, *Claim for Loss — Initial Letter*

Identify the required support documents with the AIC and finance numbers. The totals expressed in the support documents must agree with the amounts in the respective AIC and be arranged in the same order as listed on the statement of account.

- a. Less-Than-Bulk Stamp Requisitions.** Eliminate in-transit stamp shipments between the stamp distribution office/stamp distribution network (SDO/SDN) and the associate offices. Post offices should carefully estimate their requirements and requisition in sufficient time to permit shipments by the SDO or the SDN no later than Friday, September 4. They should count in stamp stock promptly upon receipt and enter it in the accountbook. In case of an emergency shipment, the district must ensure that the applicable office makes the proper entries in its accountbook.
- b. Bank Reconciliation.** All banking post offices must reconcile their bank statements as of September 11 to balances reflected on statements of account in AIC 802, Cash in Bank (see Handbook F-1, 352).
- c. Stamp Stock Inventories.** Verify stamp stock records by September 11 (see Handbook F-1, 428.4).
- d. Local Procurement of Supplies.** Offices must anticipate their AP needs and procure early in the AP. They must pay promptly all approved bills for goods and services authorized for payment.
- e. Accounts Payable and Reporting System (APARS).** APARS will remain open for FY 1998 processing through Friday, September 18. It is important for district accounting offices (DAO) to process all bills for FY 1998 by COB Friday, September 18.

**Note:** *Do not process any payments applicable to FY 1999 during the week of September 14, as they will be erroneously charged to FY 1998.*

- f. Accruals — Goods and Services Received But Not Invoiced.** Accruals will be reported using PS Form 8163 found on page 11 of this *Postal Bulletin*, if amount(s) is \$5,000 or greater. A separate PS Form 8163 must be prepared for each transaction.

**Example:** An expense has accrued for \$5,000 and \$3,000 for ABC Vendor. The applicable office (i.e., purchasing office, etc.) must complete PS Form 8163 for the \$5,000 expense only. The \$3,000 expense will not be accrued for FY 1998 because the amount is less than \$5,000. This expense must be paid in FY 1999.

**Note:** Accruals will not be established without proper documentation to support PS Form 8163 (Reference form for examples of acceptable vendor documentation). This is not applicable to purchases with IMPAC VISA card.

Accruals for outstanding expenses \$5,000 or greater, particularly in regard to utilities, must be reported by district offices for year-end closing. It will be necessary to prorate utility bills in order to estimate the September 11 accrual. Reference this *Postal Bulletin* for an example of the calculation procedure.

By completing PS Form 8163, the San Mateo ASC will record the expense to the applicable finance number for FY 1998. During AP 1, FY 1999, the San Mateo ASC will credit the office for the amount shown on PS Form 8163. This credit will offset the expense if the invoice is processed by AP 6, FY 1999.

The following procedures must be performed when recording accruals for \$5,000 or greater:

(1) During AP 13, FY 1998, the applicable office prepares PS Form 8163, dated July 1998, for all items to be accrued over \$5,000. Please note that a separate form must be completed for each transaction that is \$5,000 or greater. This form must be received at the address listed in Number 2 below by *September 14*. For non-committed or non-contractual expenses, the following fields do not have to be completed:

(a) sequence number.

(b) contract/Task Order Number.

(2) The applicable office forwards the original PS Form 8163 to the following address and maintains a copy locally:

SAN MATEO ASC  
2700 CAMPUS DR  
SAN MATEO CA 94497-9422

(3) When the invoice is received in FY 1999 for processing, the applicable office annotates "Accrued to FY 1998" on the face of the document. Attach a copy of PS Form 8163 to the invoice and submit it to the DAO for payment.

(4) The DAO will enter the invoice in APARS.

Enter 9/11/98 as the effective date in the effective date field (**EFF DATE** on TXNs P20/928). *This will identify the payment as relating to a prior year accrual. If this date is not entered, the accrued amount will not be liquidated. Any unliquidated (credit) balance will be reversed by the San Mateo ASC in AP 7, FY 1999, and charged to the finance number indicated on PS Form 8163.*

## 2. Miscellaneous Activities

**a. All Vehicle Maintenance Facilities (VMFs) Using Postal Service-Owned Vehicles.** All offices conducting their final vehicle sale for FY 1998 must submit a copy of SF Form 97, *The United States Government Certificate of Release of a Motor Vehicle*, in time to reach the San Mateo ASC before COB Friday, September 11. Transmit micro-computer data by COB September 14, by 5 p.m. eastern daylight time (EDT).

**b. Official Mail Accounting System (OMAS) Transactions.** All OMAS transactions dated September 11 or earlier must be input to the Minneapolis ASC via the Distributed Data Entry/Distributed Reporting System (DDE/DR) no later than September 14. This includes original transactions as well as corrections of all suspended transactions. The Postal Service Financial Report (PSFR) for AP 13, FY 1998, will include transactions dated through September 11. Transactions dated after September 11 should be handled in the normal manner and will be included in AP 1, FY 1999.

### c. Special Reminders

(1) Districts should ensure that all their CAG A-J offices mail PS Form 835, *Quarterly Report of Originating Registered and C.O.D. Transactions*, to the district for keying via the online system no later than September 24.

(2) **Fund Cost Transfers.** All managers of administrative services must ensure that PS Form 7370, *Request for Funds Transfer*, is input in the Journal Voucher Transfer (JVT) System by COB Friday, September 11. If these forms cannot be entered in the JVT System by this date, they must be mailed to reach the Minneapolis ASC, General Accounting Section, by Tuesday, September 15.

## B. Miscellaneous Activities Affecting The St. Louis ASC

### 1. Project Authorization Control System (PACS) Documents

All capital and expense commitment documents, PS Forms 4211, *Facility and Fixed Mechanization Project Contract*, must be sent electronically on September 10 in order to be received by September 11 at the St. Louis ASC for AP 13, FY 1998, processing. Commitment documents received after September 11 will be recorded in AP 1, FY 1999. By September 4, the St. Louis ASC must receive all capital and expense payment documents, PS Forms 4211-A, *Facility and Fixed Mechanization Project Contract Payment Authorization*, and PS Form 4211-B, *Invoice and Payment Authorization (Facility and Fixed Mechanization Project)*, approved by contracting officers for AP 13 processing. Checks will be dated September 11.

By September 4, the St. Louis ASC must receive all appropriate PS Forms 1233, *Project Financial Change/Completion Report*, pertaining to AP 13 and prior.

During AP 13, a special year-end capital investment review is required whereby field-funded capital contracts and modifications must be approved by the area finance manager or the area senior budget and financial analyst before the contract award.

### 2. Vehicle Hire

By September 14, all postal installations having vehicle hire for AP 13, ending September 11, must submit their payment certification reports to their servicing vehicle maintenance facility (VMF). VMFs must input data from forms into the Vehicle Management Accounting System (VMAS) for transmission by September 22.

No later than September 11, submit all prior period PS Forms 8049, *Vehicle Hire Pay Adjustment*, to the St. Louis ASC. Submit PS Forms 1804-C, *Postmaster's Certification of SDM Equipment Maintenance*, to the St. Louis ASC by September 14.

### 3. FEDSTRIP Procurement

All offices should anticipate their needs through September 11 and submit FEDSTRIP requisitions no later than August 31. Do not submit requisitions for September 1 through September 11 except for items needed for emergencies.

#### 4. Uniform Allowances

By September 4, submit all invoices older than 10 working days to the appropriate district. The district must process and transmit all invoices to the St. Louis ASC by COB September 8.

#### 5. Money Orders

Postmasters must submit money order vouchers to the St. Louis ASC in accordance with Handbook F-1, 744. Post offices on the Money Order Voucher Electronic Transmission (MOVET) system send in vouchers only on an exceptional basis when the electronic transmission fails.

#### 6. Passport Activity

Postmasters must submit PS Form 5660, *Summary of Passport Applications Accepted*, to the St. Louis ASC on a normal PQ IV schedule for AP 13, FY 1998, and PQ I, FY 1999.

### C. Miscellaneous Activities Affecting the San Mateo ASC

#### 1. All Offices Using Postal Service-Owned Vehicles

The San Mateo ASC will make arrangements to accrue expenses incurred for commercial oil/gas company credit card purchases.

Certified invoices for bulk fuel, oil purchases, and motor vehicle parts other than BPAs with delivery dates of September 11 or prior must reach the San Mateo ASC by September 14.

All PS Forms 4541, *Order-Invoice for Vehicle Repair (Commercial Work Order)*, and invoices for vehicle washing for work that was completed through September 11 must be submitted to the appropriate support VMF by September 14 for entry into VMAS and subsequent transmission to the San Mateo ASC for payment processing.

No accrual PS Form 8163 entries are to be submitted for activity relating to bulk fuel, oil purchases, and motor vehicle parts.

#### 2. Payment or Submission of Bills

It is important for the year-end closing of accounts that all postal installations promptly certify and transmit to the San Mateo ASC those bills and received reports for goods and services received through September 11 that the San Mateo ASC must pay. Submit these bills in time to ensure receipt at the San Mateo ASC no later than September 14. In order for the ASC to account for the remaining FY 1998 procurement items properly, please note:

**a. Expense Items.** If goods or services were received on or before September 11 on contracts, or

purchase or delivery orders, the receiving reports and certified invoices must reach the San Mateo ASC by September 14.

Evidence of receipt (receiving reports and certified invoices) on expense items are the documents used by the San Mateo ASC to charge cost to the proper fiscal year.

If offices have evidence of receipt of goods or services, but fail to notify the ASC, these costs will be charged to their FY 1999 budget.

If invoices for goods and services were received for BPAs, certify the BPA cover memorandum and change cutoff date, attach appropriate invoices, and mail in time for receipt at the San Mateo ASC by September 14.

**Note:** Invoices for non-metered fuel delivered before September 12 must be mailed and received by the San Mateo ASC by September 14. There will be no accruals for BPAs and non-metered fuel.

**b. Capital Equipment Items.** During AP 13, a special year-end capital investment close-out is required. Before the contract award, field-funded capital contracts and modifications must be approved by the area finance manager or the area senior budget and financial analyst.

All capital commitment documents dated or awarded on or before September 11 must be received at the San Mateo ASC by September 14 to ensure processing in AP 13, FY 1998. For capital goods received before September 11, submit the appropriate receiving reports to the San Mateo ASC.

**c. Establishing Expense Accruals.** A minimum of \$5,000 may be accrued per contract sequence number. For non-contractual miscellaneous expenses, the minimum of \$5,000 may be accrued per individual purchase or service. If it is impossible to submit a receiving report or certified invoice in time to be received at the San Mateo ASC by September 14, use PS Form 8163, *Request for Fiscal Year 1998 Expense Accrual*, on page 11 of this *Postal Bulletin*, and mail it to the San Mateo ASC. PS Form 8163 *must be accompanied by supporting documentation (reference form for examples of acceptable vendor documentation)*.

**Note:** When you submit the actual invoice, include the statement "Accrued to FY 1998" on the face of the document.

Each facility must review its service contracts and submit PS Form 8163, indicating the amount to be accrued for FY1998 for any unbilled goods and services received September 11 and prior. For each

contract, submit one PS Form 8163, signed by an *appropriate individual*. The San Mateo ASC must receive this notification by September 14.

**Note:** *Do not submit PS Form 8163 if a certified invoice or receiving report was already submitted.*

**d. USPS/GSA Purchasing Credit Card Program.**

Corporate Accounting (Accounts Payable) at Headquarters will make arrangements with Rocky Mountain Bank to ensure that expense, inventory, and capital purchases incurred through September 11 have been billed.

**e. Capital, Expense, and Inventory Purchases.**

Rocky Mountain Bank will forward the August 18 VISA billing tape to the San Mateo ASC for processing in AP 13, FY 1998. Rocky Mountain Bank will forward a *special September 11 accrual tape to the San Mateo ASC for processing in AP 13, FY 1998, charged to service-wide and reinstated (reversed) in AP 13, FY 1999. The September 18 billing tape will be processed and paid against applicable finance numbers in AP 1, FY 1999.* The normal Credit Card Payment Report will be sent to approving officials after the billing tape is processed.

**Note:** All charges not on the August 18 billing will be charged to B/A holder offices in FY 1999. No accruals will be accepted for any credit card purchase. The September 18 billing will be the first of 12 tapes processed to B/A holder offices in FY 1999. There will not be a tape processed in AP 10, FY 1999.

Credit card approving officials may manually reallocate actual expense for purchases — within non-personnel categories and capital budget — to account for credit card purchases. Guidelines on the use of the credit card must be followed.

**3. Claims**

All offices are requested to expedite the processing of tort claims that are within the authority of the San Mateo ASC and forward them on or before September 11. These expenses will not be accrued; therefore, do not use PS Form 8163.

**4. Travel and Relocation**

Submit travel and relocation vouchers promptly through the proper administrative channels and enter remotely or send to the San Mateo ASC on or before the scheduled due dates furnished below. Employees traveling at the beginning of the accounting period who do not anticipate further travel before the close of the accounting period must submit the voucher immediately.

a. The San Mateo ASC must receive vouchers for all travel through September 11 no later than September 14. Remote online field users must also input all travel vouchers in APARS by September 18. APARS will remain opened through September 18 for FY 1998 processing.

**Note:** It may be necessary for the traveler to request a hotel bill or car rental bill as of September 11 and submit a travel voucher for all expenses incurred as of September 11. Do not use PS Form 8163 to accrue for these expenses.

**b. American Express Government Travel Account**

Corporate Accounting (Accounts Payable) at Headquarters will make arrangements with the area office travel coordinators and travel agencies to accrue expenses incurred for transportation costs under the Government Travel Account (GTA) program. Amounts will be charged to service-wide and reinstated (reversed) in AP 13, FY 1999.

c. Employees must submit vouchers involving relocation expenses incident to a permanent change of duty station, if the expense is incurred on or before September 11, to arrive at San Mateo ASC no later than September 14. These expenses will not be accrued; therefore, do not use PS Form 8163.

d. Costs incurred for relocation management firms services (e.g., transportation of household goods and home sale expenses) through September 11 will be accrued by Corporate Accounting at Headquarters.

**5. Liquidation of Accruals**

Accruals must be liquidated as soon as possible. Offices submitting accruals must monitor their accruals and payments against those accruals to ensure that the accruals are properly liquidated. All FY 1998 accruals processed by the San Mateo ASC that are not liquidated at the end of AP 06, FY 1999, will be reversed automatically as a prior year credit. Subsequent payments will be charged to the appropriate budget finance number as a FY 1999 expense.

**6. Imprest Fund**

Imprest Fund cashiers must submit SF Form 1129, *Cashier Reimbursement Voucher and/or Accountability Report*, for expenses incurred through September 11, to reach the San Mateo ASC by September 14. Do not use PS Form 8163 to accrue for these expenses. Cashiers entering SF Form 1129 online must use September 18 as the cutoff for FY 1998 expenses.



## 7. Nonpostal Training

For training completed by September 11, offices must submit an original PS Form 1782, *Training Request and Authorization*, with supporting documentation (e.g., invoice, canceled check) to reach the San Mateo ASC by September 14. The ASC will not accept PS Forms 1782 without supporting documentation. Do not use PS Form 8163 to accrue these expenses.

## 8. Government Printing Office Expense and Government Printing Office Expense Accruals

The San Mateo ASC will receive GPO fiscal year-end billing magnetic tape by September 14. GPO will furnish an extract report to the funding offices for receipt verification and payment information. Due to time constraints, the procurement office must not return the GPO billing extract report to the San Mateo ASC. There will be no opportunity to make adjustments to the extract report. However, significant errors on this report must be identified by procurement and reported to the San Mateo ASC.

GPO will provide information regarding outstanding printing requisitions from which accruals will be established for those items with a contractual delivery date of September 11 and prior. Headquarters Printing Purchasing will coordinate the accrual information between GPO and the San Mateo ASC. *Only printing requisitions greater than \$5,000 will be accrued.*

## 9. FTS 2000

Corporate Accounting (Accounts Payable) at Headquarters will arrange with the Raleigh Network Operations to accrue telecommunications expenses incurred for FTS 2000.

## 10. Utilities — Nonrevenue Office Only

All certified bills must be received at the San Mateo ASC by September 14. Remote online field users must input all utility bills for non-revenue offices by September 18. If it is not possible to furnish a certified invoice in time, complete PS Form 8163 and attach documentation.

To estimate the September 11 accrual amount, perform the following:

**Step 1:** Review the last invoice processed and determine the number of days beginning from the service ending date through September 11.

**Example:** Billing period = 7/27–8/25

Number of days to accrue = 17 (8/26–9/11)

**Step 2:** Divide the invoice amount by the number of days in the billing period to determine the daily rate.

**Example:** Invoice amount = \$15,000

Billing Period = 30 days

Daily rate = \$500

**Step 3:** Multiply the daily rate calculated in Step 2 by the number of days determined in Step 1.

**Example:** \$500 x 17 = \$8,500

**Note:** If the amount calculated in Step 3 is \$5,000 or greater, accrue on PS Form 8163. Do not accrue if the amount is less than \$5,000.

## 11. Systems Purchasing Contracts

The San Mateo ASC will arrange with the vendors involved to ensure that expense purchases incurred through September 11 have been billed. Do not use PS Form 8163 to accrue for these expenses.

**Exception:** The San Mateo ASC will coordinate the Information Builders Incorporate (IBI) accrual with the contract administrator.

## 12. Non-Metered Fuel

All certified bills must be received at the San Mateo ASC by September 14. Do not use PS Form 8163 to accrue these expenses.

## 13. Government Bills of Lading (GBL)

GBL invoices dated through September 11 *must* be transmitted to San Mateo ASC by September 17. National Traffic Service (NTS) should resume transmission on September 21.

## D. Miscellaneous Activities Affecting the Minneapolis ASC

### 1. Incentive Awards

PS Forms 1727, *Award Recommendation/Authorization*, PS Form 8124-X, *Conduct Award Report*, PS Form 1270, *Idea Proposal*, Request for Incentive Payment and/or USPS Waiver Offer for Purchase of Right-Hand Drive Vehicles, PCES Recognition Authorization, and both the Individual and Team EAS Recognition/Awards Program Authorization Forms, submitted in time to reach the Minneapolis ASC by September 4 are recorded in AP 13, FY 1998. Incentive forms received after this date will be recorded in AP 1, FY 1999.

### 2. Back Pay Awards

All offices are requested to expedite the processing of back pay awards and forward the completed documentation to the Minneapolis ASC as soon as possible. Documents must be accurate, complete, and received at the Minneapolis ASC on or before August 1, 1998, to ensure processing by end of AP 13, FY 1998.

### 3. Carrier Drive-Out Payments

Submit all requests for reimbursements of expenses for carrier drive-out agreements, PS Forms 1839, *Payment Record for Carrier Drive Out Agreements*, and 1164-A, *Claim for Reimbursement for Postal Supervisors*, through normal approved channels prior to forwarding to the designated DDE/DR site for processing. To ensure that carrier drive-out payments incurred at the end of the FY are expensed in AP 13, FY 1998, submit all PS Forms 1839 to the servicing DDE/DR site (district) for input into the Employee Business Expense Processing System by Wednesday, September 9.

—Corporate Accounting, Finance, 7-30-98



# Request for Fiscal Year 1998 Expense Accrual

Office Name

The following information is for processing fiscal year end accruals. These goods and/or services *have been received* during the period ending September 11, 1998, and a *certified invoice or receiving report has not been submitted for payment*. All required vendor documentation to substantiate the accrual is attached. Vendor documentation may include a letter from the vendor indicating unbilled charges, copy of a previous bill where the monthly billing amount is consistent or signature by a vendor representative in the vendor concurrence block.

## Vendor Information

Vendor Name	Contract/Task Order Number (If applicable)
-------------	---

## Complete the Information Below

☐ **Field Accrual** (Check if payment for accrual will be processed by District office in accordance with the field closing instructions.)

Sequence Number (If applicable)			
Amount (Per sequence, if applicable)			
Budgetary Finance Number			
General Ledger Account Number			

## Direct Questions Regarding This Accrual to the Following Postal Contact:

Name	Telephone Number (Include Area Code)
------	--------------------------------------

## Authorization

Authorizing Postal Official's Name	Title
Office Name	Telephone Number (Include Area Code)
Authorizing Postal Official's Signature	Date
Vendor Concurrence Signature	Date

Send To:

MANAGER  
ACCOUNTING SERVICE CENTER  
2700 CAMPUS DR  
SAN MATEO CA 94497-9401

## ASC USE ONLY

Vendor Number	Input By	Batch Number
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# Administrative Services

## ADVERTISEMENT NOTICE

### Protecting Customers Against Unwanted Sexually Oriented and Pandering Advertisements

In September 1996, PS Form 1500, *Application for Listing and/or Prohibitory Order*, consolidated and replaced the following two forms:

- PS Form 2201, *Application for Listing Pursuant to 39 USC 3010*.
- PS Form 2150, *Notice of Prohibitory Order Against Sender of Pandering Advertisements in the Mails*.

The Prohibitory Order Processing Center (POPC) in Memphis, TN, continues to receive customer requests for protection against unwanted sexually oriented and pandering advertisements on obsolete Forms 2201 and 2150. Postmasters must ensure that Form 1500 is stocked in their office and all Forms 2201 and 2150 are discarded. Form 1500 (NSN 7530-03-000-7374; Quick Pick number 481; unit of issue = EA; bulk pack quantity = 1,600 each; issue increment = 25) is available from the material distribution centers (MDCs).

As information, the Postal Service provides two programs to help customers protect themselves and their children from unwanted sexually oriented advertising mail.

- *The sexually oriented advertising (SOA) prohibitory list.* This list aids in protecting applicants and their minor children from receiving through the mail unsolicited sexually oriented advertisements as defined in title 39, United States Code, 3010. It is unlawful for anyone to mail a sexually oriented advertisement, as defined in the statute, to anyone whose name and address have been on the list for more than thirty days. The USPS makes copies of the list available to any person paying the annual service fee.

- *The prohibitory order.* This order aids in protecting customers from receiving pandering advertisements through the mail. An addressee may obtain a prohibitory order against the mailer of an advertisement that the addressee determines, in his or her sole discretion, to be offering matter for sale that is erotically arousing or sexually provocative, as defined in title 39, United States Code, 3008. Postmasters may not refuse to accept a Form 1500 because the advertisement in question does not appear to be sexually oriented. Only the addressee may make that determination. The order prohibits the mailer from sending any further mail to the applicant (and his or her eligible minor children included in the application), effective on the 30th calendar day after the mailer receives the order.

Customers may request either or both actions using Form 1500. Completed Forms 1500 must be sent for processing directly to the POPC located at the Memphis Rates and Classification Service Center. The mailing address for the POPC is as follows:

PROHIBITORY ORDER PROCESSING CENTER  
US POSTAL SERVICE  
PO BOX 3744  
MEMPHIS TN 38173-0744

—*Business Mail Acceptance, Marketing Systems, 7-30-98*

## CORRECTION

### Environmental IntraNet Website Pathname

In the article "Postal Service Releases New Policy on Asbestos Control" in *Postal Bulletin* 21976 (7-16-98), the pathname for the Environmental website on the Postal IntraNet was incorrect. It should have read as follows:

Additional reference materials can be found on the Environmental Management Policy Postal IntraNet website (click on "USPS Organizations," then on "USPS Functional Organizations," then on "Environmental," then on "Target Areas," then on "Other Programs & Issues," and then on "Asbestos").

—*Safety and Workplace Assistance,  
Human Resources, 7-30-98*

## Address Correction for Minneapolis Information Service Center

*Postal Bulletin* 21976 (7-16-98) contained an incomplete address for the Minneapolis Information Service Center. Effective August 10, 1998, please use the new address and phone numbers below for all correspondence.

### Address Change:

**OLD:** MINNEAPOLIS INFORMATION SERVICE CENTERS  
1 FEDERAL DR  
FT SNELLING MN 55111-(+ 4)

**\*Note:** Also known as: Information Service Center, ISC, MISC, MNISC, Postal Data Center, PDC

**NEW:** INFORMATION SYSTEMS AND ACCOUNTING  
SERVICE CENTERS  
2825 LONE OAK PARKWAY  
EAGAN MN 55121-(+ 4)\*

**\*Note:** The ZIP+4 codes will remain the same. If you need a list of ZIP+4 codes by department, contact the administrative services supervisor at: 612-725-1480 before August 10, 1998, or at 651-406-1480 after August 10, 1998.

Minneapolis IS Customer Support

**Call 1-800-877-7435 — Option 1 or 651-406-1222**

If you need assistance with:

Retirement, Finance, Disbursing or Payroll Change	<b>Press 1</b>
Customer Support	<b>Press 2</b>
System Status Problems	<b>Press 1</b>
ETC, PSDS T&A, PCCTAPS or PCLTATS	<b>Press 2</b>
MFDC Network, Genicom	<b>Press 3</b>
ACDCS, OPS, Eagle Hub	<b>Press 4</b>
Performance Measurements, DATS or Scan Where You Band	<b>Press 5</b>
End of Run, MODS, PCMODS	<b>Press 6</b>
Host Utilities, Scales, PIMS or NIMICS	<b>Press 7</b>
All Other Applications, FTS 2000, Network and General Support	<b>Press 8</b>

—Minneapolis Information Service Center, 7-30-98

## SOFTWARE TESTING

### PAVE Cycle D Testing Begins August 17

Beginning August 17, the National Customer Support Center (NSCS) will begin accepting processed test files and documentation from software developers for Presort Accuracy Verification and Evaluation (PAVE) certification. The test files reflect R-97 rates and presort regulations. Presort scenarios will be available for First-Class Mail, Periodicals, and Standard Mail (A) automation and non-automation preparation, palletization, and for the first time, presort preparation for parcels. The test period will run from August 17 through December 31, and the goal will be to evaluate all electronically processed test files within 3 weeks. A set of 35 presort scenarios will be offered for this cycle.

This is the first time that an electronic automated test grading program has been offered. Developers participating in this program will present the usual printed presort documentation plus a presorted version of the test file for computerized evaluation and grading. While presorting the test file, the developer will append additional information needed by the grading software to each record. Running the returned

presorted test file through a computer program allows the PAVE system to track and verify every piece of mail in the mailing, resulting in a higher quality certification process. Thus, developers who participate in the electronic grading program will receive a higher level of certification — Gold instead of the normal Standard Certification. Also, developers who participate in the electronic grading program will be “fast tracked” through the certification process. Conversely, developers who only provide hard copy results must plan for a longer period for evaluation.

Once certification is awarded, the software is validated until December 31, 1999, unless the developer changes the presort logic to the software.

For further information, call Charlene Short at 1-800-331-5746.

—Address Management,  
National Customer Support Center, 7-30-98

# 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 Mailings	Class and Type of Mail	Requested Delivery Date	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Billy Graham Letter	Standard A/ltr	7/20–7/31	1.3	Nationwide	3/5-digit, basic, barcode	envelope from Minneapolis MN
The Territory Ahead Indian Summer	Standard A/flat	7/27–7/30	1.5	Nationwide	Car-Rt, 3/5-digit	Arandell, 40 pages
Eddie Bauer August Home	Standard A/flat	7/27–7/30	1.3	Nationwide	3/5-digit	
Decision Magazine	Standard A/flat	7/27–7/31	1.5	Nationwide	Car-Rt, 3/5-digit, basic	8" x 10 5/8", 44 pages from Minneapolis MN
LL Bean Inc 1998 Fall Kid's	Standard A/flat	7/28–7/30	2.0	Nationwide	Car-Rt, 5-digit, basic	7 7/16" x 10 1/4", 112 pages
LL Bean Inc 1998 Fall Kid's Handbook	Standard A/flat	7/28–7/30	1.0	Nationwide	Car-Rt, 5-digit, basic	6" x 8 7/16", 68 pages
Sally Beauty Supply	Standard A/ltr	7/29–7/31	2.6	Nationwide	Car-Rt, 3/5-digit, basic, barcode	time sensitive
Service Merchandise See What's Changing Book	Standard A/flat	8/3–8/4	10.0	Nationwide	3/5-digit	
Eddie Bauer August AKA	Standard A/flat	8/3–8/5	1.0	Nationwide	Car-Rt, 3/5-digit	
The Company Store/Kitchen & Home	Standard A/flat	8/3–8/6	3.6	Nationwide	Car-Rt, presorted	Quad Graphics, Saratoga Springs NY 12866
LL Bean Inc 1998 Fall Hunting	Standard A/flat	8/4–8/6	1.0	Nationwide	Car-Rt, 5-digit, basic	7 15/16" x 10 1/2", 104 pages
Eddie Bauer August 1	Standard A/flat	8/5–8/7	2.5	Nationwide	3-digit, SCF	10" x 13", Harte-Hanks
Coldwater Creek Bedding	Standard A/flat	8/10–8/12	1.7	Nationwide	3/5-digit	
Seventh Avenue	Standard A/flat	8/10–8/13	1.2	Nationwide	Car-Rt, 3/5-digit, barcoded	9 1/4" x 6 1/2"
Midnight Velvet	Standard A/flat	8/10–8/13	1.0	Nationwide	Car-Rt, 3/5-digit, barcoded	7 15/16" x 10 1/4"
Isabella Bird Fall	Standard A/flat	8/10–8/13	1.2	Nationwide	Car-Rt, 3/5-digit, basic	RR Donnelley, 48 pages
Eddie Bauer August Fall	Standard A/flat	8/10–8/13	3.4	Nationwide	Car-Rt, 3/5-digit	

*TOUCH-TONE UPGRADE***Materials Customer Service Enhancements to 1-800-332-0317**

Materials Customer Service in Topeka, KS, has enhanced the 1-800-332-0317 menu options with new automated features. Sites with touch-tone phones can call the 1-800 phone number and obtain order status (Option 2) or item information (Option 3) for parts, supplies, and rapid equipment deployment inventory (REDI) items 24 hours per day, 7 days per week. The automated system will match your incoming phone number to a FEDSTRIP number. If it cannot find a FEDSTRIP, you will be prompted to enter your 10-digit phone number. If the system still cannot make a match, you may then connect to a customer service representative for assistance.

When checking order status using Option 2, enter the National Stock Number or the Quick Pick number. The response will include date shipped, if the order is closed, or current status if the order is open. Item information is available on Option 3 and includes cost, availability, unit of issue, repair codes for parts, edition dates for forms and directives, bulk pack quantity for supplies, and quantity restrictions. An additional feature on this 1-800 number is accessibility to Touch-Tone Order Entry (TTOE) on Option 1. A Message of the Day may be recorded to disseminate time-sensitive information.

**The enhanced telephone menu format is:**

Main Menu Options	Menu Option Description
Welcome	
Message of the Day	Provides time-sensitive information.
1. Place Orders: ▪ Expedited Parts Order Desk, press option 1 ▪ TTOE, press option 2	Expedited Parts Order Desk for emergency parts orders and TTOE for electronic ordering. These options are available 24 hours per day, 7 days per week.
2. Order Status of an Item	Shipped date or latest transaction by line item of an order. This option is available 24 hours per day, 7 days per week.
3. Item Information: ▪ Availability, Cost, Quantity Restriction, and Repair Code, press option 1 ▪ Issue Increment, Unit of Issue, Cost, Bulk Pack Quantity, and Edition Date, press option 2 ▪ Quick Pick Numbers, press option 3	Obtain Price, Availability, Unit of Issue, Repair Code, Restrictions, Bulk Pack Quantity, etc. For example, you can find out that an item has a unit of issue of sheet, roll, package, pad, etc., and by what quantity that item is issued (issue increment). For instance, if an item has an issue increment of 25, your order will be filled in quantities that are multiples of 25 such as 25, 50, 75, etc. Bulk Pack Quantity is the number of items contained in a full carton. This option is available 24 hours per day and 7 days per week.
4. Order Discrepancies, Field Returns, FEDSTRIP Information, or General Information	A Customer Service Representative will assist as needed 6 a.m.–6 p.m. Central time, Monday through Friday.
5. Quality Concerns, Item Identification, or Item Drawings	A Customer Service Representative will assist with your reporting of defective or inferior items, requests for technical information, or item drawings. Available 7:00 a.m. – 5:00 p.m. Monday through Friday.
6. Label Print Center	Place label orders or check label order status. Available 7:45 a.m.–4:15 p.m. Central time, Monday through Friday.
8. Topeka Operations Directory	To dial by name or extension.
0 Customer Service Representative	Available 6 a.m.–6 p.m. Central time, Monday through Friday.
* To search by another FEDSTRIP	To check the status of an order for a different office.
# Hear menu options again	

We encourage all field sites to use the time-saving features on Options 2 and 3.

—Logistics Programs, Purchasing and Materials, 7-30-98



# Domestic Mail

## RATE MARKINGS UPDATE

### Standard Mail Rate Markings

Effective immediately, mailers have the option of using the marking "Presorted Standard" or "PRSRT STD" instead of the marking "Bulk Rate" or "Blk. Rt." on regular rate (presorted nonautomation, automation, and Enhanced Carrier Route) bulk Standard Mail (A) mailings. Nonprofit rate mailers must continue to use the "Nonprofit Organization" or "Nonprofit Org." or "Nonprofit" markings. Effective immediately, mailers have the option of using the marking "Presorted" (or "PRSRT") or "Presorted Standard" (or "PRSRT STD") instead of "Bulk Rate" (or "Blk. Rt.") for bulk Bound Printed Matter and carrier route Bound Printed Matter rate mailings. These revisions will be incorporated in Issue 54 of the *Domestic Mail Manual* (DMM), scheduled for release in January 1999.

The *Federal Register* final rule titled "Domestic Mail Manual Changes to Implement the Rate, Fee, and Classification Changes in Docket No. R97-1," published on July 14, 1998, contained provisions for revised rate markings for Standard Mail. This *Federal Register* notice provided that

the marking "Presorted Standard" (or "PRSRT STD") will replace the "Bulk Rate" (or "Blk. Rt.") marking for Standard Mail (A) effective January 10, 2001, and that the marking "Presorted" will replace the "Bulk Rate" marking for bulk Bound Printed Matter on January 10, 2000. It also provided that, effective immediately, Standard Mail mailers may begin using these new markings. Other changes to marking requirements that will take effect on January 10, 1999, also are contained in the July 14, 1998, *Federal Register* notice. The *Federal Register* notice has been distributed to area and district implementation coordinators and can be found on the Postal Service website (<http://www.ribbs.usps.gov/files/fedreg/prc98/>).

An October issue of the *Postal Bulletin* will contain complete information about new rates, postage statements, DMM language, and international fees.

—Mail Preparation and Standards,  
Marketing Systems, 7-30-98

## DMM REVISION

### Ancillary Service Endorsement to Allow Forwarding of First-Class Mail Destined for an Address with a Temporary Change-of-Address on File

Effective August 1, 1998, *Domestic Mail Manual* (DMM) F010.5.1 is amended to allow use of the endorsement "Temp — Return Service Requested" on First-Class Mail only. This amendment will allow mailpieces to be forwarded to a temporary address when a temporary change-of-address notice is on file. The mailer will not receive address correction notification in this instance. Mailpieces bearing this endorsement that are undeliverable-as-addressed (UAA) will be returned to the mailer with the new address or the reason for nondelivery attached if a permanent change-of-address notice is on file. There is no address correction fee charged for this service. This new endorsement does not replace the current "Return Service Requested" endorsement.

Under DMM F010.5.1, mailers may choose to receive a notice of new address or reason for nondelivery by placing the endorsement "Return Service Requested" on First-Class Mail. Consistent with DMM F010.5.1, UAA pieces bearing this endorsement are returned to the mailer with the reason

for nondelivery. The "Return Service Requested" endorsement, when placed on First-Class Mail, does not provide forwarding service.

Since the implementation of the "Return Service Requested" option on July 1, 1997, the Postal Service has received requests from some mailers who use this endorsement to have mailpieces destined to temporary changes-of-address forwarded rather than returned with the reason for nondelivery, "Temporarily Away." In accordance with DMM F010.4.4, information on a temporary change-of-address is not provided to the mailer. Without the temporary address information, the mailer cannot direct the mailpiece to the customer. This change will improve customer satisfaction for these mailers by forwarding the piece to the temporary address instead of returning it to the mailer with the reason for nondelivery. The mailer would not need to take further action and incur additional postage to remail the piece. This change also benefits the Postal Service by eliminating the need for additional handling of the mailpiece for which temporary change-of-address information is not provided.

These amendments will be included in DMM Issue 55 (scheduled for release on January 1, 1999).

### **Domestic Mail Manual (DMM)**

#### **F Forwarding and Related Services**

##### **F010 Basic Information**

\* \* \* \*

#### **5.0 CLASS TREATMENT FOR ANCILLARY SERVICES**

##### **5.1 Priority Mail and First-Class Mail**

*[Revise the table in 5.1 as follows to add the new endorsement:]*

	*	*	*	*	*
<b>“Temp — Return Service Requested”</b>	Piece returned with new address or reason for nondelivery attached; no charge. If temporary change-of-address, piece forwarded; no charge.				
	*	*	*	*	*

—Address Management,  
National Customer Support Center, 7-30-98

### **DMM REVISION**

## **Elimination of Mixed ADC and Mixed BMC Pallets for Packages and Bundles**

*Postal Bulletin (PB) 21976 (7-16-98) contained revisions to Domestic Mail Manual (DMM) M020, M041, and M045 to eliminate the options for mailers to place packages or bundles of Periodicals Mail or Standard Mail (A) and (B) on mixed ADC and BMC pallets. The notice also stated that DMM section M020 is revised to incorporate current postal policy allowing packages and bundles of individually polywrapped pieces that are placed on BMC pallets to be secured with banding only (at least once around the length and once around the girth). These packages are not required to be secured with shrinkwrap — this DMM change was not included in PB 21976. This notice issues minor corrections to the DMM revisions published in PB 21976 to incorporate the above referenced revision. The following revision will be published in DMM Issue 54.*

### **Domestic Mail Manual (DMM)**

#### **M Mail Preparation and Sortation**

##### **M000 General Preparation Standards**

\* \* \* \*

#### **M020 Packages and Bundles**

##### **1.0 BASIC STANDARDS**

*[Amend 1.4, beginning with the third sentence, by deleting the reference to mixed BMC pallets and adding an exception to the requirement to shrinkwrap packages or bundles on BMC pallets by allowing packages or bundles of individually polywrapped pieces to be secured with banding only to read as follows:]*

\* \* \* \*

##### **1.4 Palletization**

\*\*\*Except for packages and bundles of individually polywrapped pieces, packages and bundles on BMC pallets must be shrinkwrapped and machinable on BMC parcel sorters. Packages and bundles of individually polywrapped pieces may be secured with banding material only. Machinability is determined by the USPS. If used, banding material must be applied at least once around the length and once around the girth; wire and metal strapping are prohibited.

\* \* \* \*

—Business Mail Acceptance, Marketing Systems, 7-30-98

DMM REVISION

## Plant-Verified Drop Shipment (PVDS) — Revised PS Form 8125, New PS Form 8125-C Facsimile Format, and Elimination of PS Form 2866-IP

Effective January 10, 1999, *Domestic Mail Manual* P750.1.4, P750.2.10, P750.2.11, P750.2.13, P750.6.3, and I021 are revised and P750.2.9 is added to describe the use of the new PS Form 8125-C and to eliminate references to PS Form 8125-PV. As described below, these procedures are optional until that effective date. As of January 10, 1999, mailers must submit a revised PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance* (July 1998) or new PS Form 8125-C, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance — Consolidated* (July 1998) with all domestic and international plant-verified drop shipment (PVDS) mailings. PS Form 2866-IP, *In-Plant Verification for Second- and Fourth-Class Matter*, used for PVDS Periodicals mailings of publications paid for under the centralized postage payment (CPP) system, is also eliminated effective January 10, 1999.

Under the provisions of *Domestic Mail Manual* (DMM) P750.2.9, mailers must submit a completed PS Form 8125 to the origin (verifying) post office for each plant-verified drop shipment (PVDS) mailing that will be deposited at a destination entry postal facility. International PVDS mailings must also be submitted to the destination entry postal facility with PS Form 8125. The completed form serves as a receipt indicating that postage for a shipment being presented to the destination facility for acceptance as mail has been paid at the correct rates.

Many mailers are using early versions of PS Form 8125 instead of the most recent version (October 1996). Other mailers are using computer-generated facsimiles of PS Form 8125 with formats and data elements that vary from this version. In addition, a large number of mailers are using a facsimile consolidated Form 8125 (replaced by new PS Form 8125-C) for multiple PVDS mailings for a single destination entry office. Because required information is shown on many of these forms in varied locations or formats, or is missing altogether, it is often difficult for destination entry facilities to readily identify key information on the forms to attempt to compare the information with the physical mail being presented for acceptance.

Both the revised PS Form 8125 (for single mailings destined for an entry postal facility) and new PS Form 8125-C (which establishes a standardized format for reporting multiple PVDS mailings from an individual mailer that are cleared at origin on the same day for entry at a single destination postal facility) have been developed for use by all PVDS mailers to improve ease of use by both customers and Postal Service personnel.

### Availability of Forms

The revised hard copy PS Form 8125 should be available later this summer. A hard copy PS Form 8125-C will not be printed, but both PS Form 8125 and PS Form 8125-C will be available on the Postal Service website at <http://www.usps.com> for use by mailers in creating facsimile documents. Copies of the forms also appear on pages 23–25 of this *Postal Bulletin*.

### Date of Use

Mailers are encouraged to begin using facsimiles of the revised Form 8125 and the new 8125-C facsimile (July 1998) immediately. Effective January 10, 1999, mailers can only use the July 1998 versions of Forms 8125 and 8125-C. Also effective January 10, 1999, Periodicals mailers may no longer use Form 2866-IP, *In-Plant Verification for Second- and Fourth-Class Matter*, for publications paid under the CPP system.

### Facsimile Forms

Facsimile forms must contain all required data elements in the same relative locations as the PS Form 8125 and PS Form 8125-C that appear on the postal website and in this *Postal Bulletin*.

Fields that are not required and that are not used by the mailer may be omitted. On facsimile PS Forms 8125-C, the "Number of Pieces" and "Piece Weight" columns may be omitted if there is sufficient information on the PS Form 8125-C to allow the origin post office and destination entry postal facility to identify the mailings reported on the form and to compare the information on the form with the physical mail. For example, if mailings are prepared in containers such as sacks or pallets, information in the columns related to the permit holder, permit number and payment type, postage statement number or group identification, product name, number and type of containers, total gross weight, class and type of mail, would be sufficient to allow both the origin and entry postal facilities to compare the mail to the 8125-C to ensure that it is properly represented. If, however, the mailer is reporting multiple mailings that consist of individual mailpieces that are not prepared in containers (e.g., bedloaded parcels), the mailer would be required to report the number of pieces in each mailing on PS Form 8125-C. For mailings consisting of identical weight pieces, mailers should report the piece weight where possible.

These changes will be included in DMM Issue 54.

**Domestic Mail Manual (DMM)****P Postage and Payment Methods**

\* \* \* \* \*

**P700 Special Postage Payment Systems**

\* \* \* \* \*

**P750 Plant-Verified Drop Shipment (PVDS)****1.0 DESCRIPTION**

\* \* \* \* \*

*[Revise 1.4 to read as follows:]***1.4 Dates**

The date shown by the mailer and the post office round stamp on a postage statement and PS Form 8125 (or PS Form 8125-C) prepared for a PVDS mailing do not necessarily represent the date that the USPS accepts the drop shipment as mail. The postage statement may be submitted before or at the time a shipment is presented to the origin post office DMU or BMEU. The date in the mailer part of the postage statement represents the date the postage statement is presented to the origin office. The post office round stamp date on the postage statement and PS Form 8125 or 8125-C represents the date that the origin post office DMU or BMEU verified the shipment and cleared it for dispatch by the mailer to the destination entry post office.

**2.0 PROGRAM PARTICIPATION**

\* \* \* \* \*

*[Add new 2.9 and renumber current 2.9 through 2.12 as 2.10 through 2.13, respectively, and revise renumbered 2.10 and 2.11 as follows:]*

**2.9 Facsimile Postage Statements**

Facsimile postage statements may be computer-generated and submitted (in lieu of the USPS form) if the facsimile contains all the information on the USPS form in the same relative location. The facsimile statement must be approved in advance by the origin office postmaster.

**2.10 Form 8125 and Form 8125-C**

The mailer must submit to the DMU a completed Form 8125 or 8125-C for each shipment deposited at a destination entry post office. The form must be signed and dated by the DMU and accompany each PVDS to the destination post office. The form must be submitted in duplicate, or in triplicate if the mailer desires a signed and dated copy returned to its representative when depositing the mail at the destination entry postal facility. A copy of Form 8125 or 8125-C is not required for PVDS sent to destination post offices by Express Mail or

Priority Mail drop shipment. Form 8125 is used to report a single PVDS that the mailer will transport from origin to a destination postal facility. Form 8125-C, available on the U.S. Postal Service website, [www.usps.com](http://www.usps.com), provides a standardized format for reporting multiple PVDS mailings that are prepared by an individual mailer and that are cleared at origin on the same day for entry at a single destination postal facility on the same vehicle.

**2.11 Facsimile Forms 8125 and 8125-C**

Facsimile Forms 8125 may be computer-generated and used in lieu of the USPS Form 8125 if the facsimile contains all required information on the USPS form, including the correct form title (preceded by the word "facsimile") and form date, in the same relative location. All Forms 8125-C must be computer-generated facsimiles. The facsimile formats must be approved in advance by the district manager business mail entry or designee. The mailer may omit fields for rates or preparation methods that are not included in the mailing(s) reported on the form. On facsimile Forms 8125-C, the mailer may omit the "Number of Pieces" and "Piece Weight" columns for mailings prepared in sacks or trays or on pallets, if there is sufficient information on the Form 8125-C to allow the origin post office and destination entry postal facility to identify the mailings reported and to compare the information on the form with the physical mail. The mailer must report the number of pieces in each mailing on Form 8125-C if the mailings consist of individual mailpieces that are not prepared in containers (e.g., bedloaded parcels). For mailings consisting of identical weight pieces, mailers should report the piece weight where possible.

\* \* \* \* \*

*[Revise 2.13a as follows. Add new section b and renumber current b through e as c through f, respectively.]*

**2.13 Separation of PVDS Mailings**

PVDS mailings must be kept separate:

- a. When a vehicle contains more than one Periodicals PVDS for a single destination facility, the shipments must be separated to allow reconciliation with each accompanying Form 8125 or Form 8125-C. If a shipment on a vehicle includes both delivery office and SCF zone rate mail for a single destination post office, the mail eligible for each rate must be physically separated.
- b. When a vehicle contains more than one Standard Mail (A) or (B) PVDS for a single destination facility, the shipments must be separated to allow reconciliation with each accompanying Form 8125 and 8125-C.

\* \* \* \* \*

6.0 STANDARD MAIL (A) PVDS OPTION

\* \* \* \* \*

[Revise 6.3b and d to add references to Form 8125-C and revise c to clarify that plant load mailings are not PVDS and do not require Form 8125, as follows:]

6.3 Documentation

Under the payment option in 6.0, the mailer must submit:

\* \* \* \* \*

- b. A separate Form 8125 for each mailing listed on the consolidated postage statement. Each mailing must be identified with a unique statement number (e.g., the Julian date and a sequential three-digit suffix) on the register and the corresponding Form 8125. A Form 8125-C may be submitted for multiple mailings for the same destination facility reported on a single consolidated postage statement under 2.0.
- c. A separate consolidated postage statement showing the mailing post office as the same office as post office of PVDS origin for multiple consolidated postage statements for that portion of a job accepted by the local verifying office under a standard plant load arrangement. Plant load mailings are not to be considered PVDS and are not reported on Form 8125.

- d. All consolidated postage statements and Forms 8125 or 8125-C to the DMU or the BMEU at the time the first mailing identified on the consolidated postage statement register is presented for verification.

\* \* \* \* \*

I Index Information

I000 Information

\* \* \* \* \*

I020 References

I021 Forms Glossary

[Add the following form to the Forms Glossary:]

ID TITLE

\* \* \* \* \*

8125-C Plant-Verified Drop Shipment (PVDS) Verification and Clearance — Consolidated

\* \* \* \* \*

—Business Mail Acceptance, Marketing Systems, 7-30-98

PS FORM NOTICE

Correction: Changes in Preferred Postage Rates — Standard Mail

This notice issues a minor correction to PS Form 3602-PN *Postage Statement — Standard Mail (A) (Nonprofit Only) — Meter or Precanceled Postage Affixed* (October 1998), and a clarification to the article that appeared in *Postal Bulletin* 21976 (7-16-98).

On PS Form 3602-PN, *Postage Statement — Standard Mail (A) (Nonprofit Only) — Meter or Precanceled Postage Affixed* (page 31 of *Postal Bulletin* 21976), the fourth bullet in the “Postage Computation” section contained an incorrect weight break. The correct breakpoint for Nonprofit rate pieces is .2087 lb. (3.3388 ounces). The corrected postage statement appears on pages 27 and 28 of this *Postal Bulletin*.

Also, the article stated that there are no changes to Non-profit Enhanced Carrier Route rates, and the breakpoint for this subclass is still 0.2084 pound (3.3348 ounces) rounded. There are changes to the minimum per piece rates for Non-profit Enhanced Carrier Route pieces, but because there are no changes to the pound portion of the piece/pound rates, the breakpoint for Nonprofit Enhanced Carrier Route pieces does not change.

—Mail Preparation and Standards,  
Marketing Systems, 7-30-98

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United States Postal Service  
**Plant-Verified Drop Shipment (PVDS)**  
**Verification and Clearance**

Requested In-home Delivery Date (*Three-day window*)

Drop Ship Appointment Number

See Instructions on Reverse

Mailer Information	1. Mailer's Name		7a. Mailer's Contact Name	7b. Mailer's Contact Telephone
	2. Origin Plant Location ( <i>City, State, ZIP+4</i> )		8. Check One <input type="checkbox"/> Identical-Weight Pieces. Weight of a Single Piece _____ <input type="checkbox"/> Nonidentical-Weight Pieces	
	3. Class of Mail <input type="checkbox"/> Periodicals <input type="checkbox"/> Standard (A) <input type="checkbox"/> Standard (B) <input type="checkbox"/> International ( <i>Specify class</i> )	4. Product or Publication Titles or Names	9. Total Gross Weight of Shipment	
	5. Number of Containers by Type Pallets and Pallet Boxes: _____ _____ with pkgs. or bundles _____ with trays _____ with sacks _____ with parcels Non-Palletized Containers: _____ _____ bundles _____ trays _____ sacks _____ parcels _____ other (describe): _____		10. Type of Mail Processing Category ( <i>Check all that apply</i> ) <input type="checkbox"/> Letters <input type="checkbox"/> Automation Compatible <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Flats <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Nonmachinable Parcels	
	6. Comments		11. Entry Discounts Claimed ( <i>Check all that apply</i> ) <input type="checkbox"/> DDU <input type="checkbox"/> DSCF <input type="checkbox"/> DBMC <input type="checkbox"/> OBMC <input type="checkbox"/> Zone Rates <input type="checkbox"/> Local Zone Rates <input type="checkbox"/> Mailing includes pieces for delivery outside service area or entry office <input type="checkbox"/> (International) Service Center (ISC) <input type="checkbox"/> Other (International)	
			12a. Contact at Company Making Drop Ship Appointment ( <i>If other than mailer and if known when completing this form</i> )	
Origin Post Office ( <i>Where verified</i> )	13. Origin Post Office ( <i>City, State, and ZIP+4</i> )		22a. Name of USPS Employee Verifying Mail	22b. Employee's Telephone
	14. Verified at <input type="checkbox"/> DMU ( <i>Mailer's plant</i> ) <input type="checkbox"/> BMEU or Post Office		22c. Signature of Verifying Employee	23. Date ( <i>Round</i> ) Stamp
	15. Permit Number	16. Postage Payment Method ( <i>Except for Periodicals</i> ) <input type="checkbox"/> Permit <input type="checkbox"/> Stamped <input type="checkbox"/> Meter	22d. Contact's Name ( <i>If other than verifying employee</i> )	
	17. Total Pieces	18. Total Weight of Mailing	22e. Contact's Telephone	
	19. Vehicle PVDS Seal Number	20. Vehicle ID Number		
	21. Comments			
Destination Entry Post Office or Delivery Unit	24. Entry Office ( <i>City, state, ZIP+4. If mail will be entered at a BMC facility, write "BMC" as well</i> )		30. Load Condition Irregularities ( <i>Check all that apply</i> ) <input type="checkbox"/> Pallets Too Tall (T) <input type="checkbox"/> Load Unsafe (U) <input type="checkbox"/> Broken Pallets (B) <input type="checkbox"/> Overweight Pallets (O) <input type="checkbox"/> Packages on BMC Pallets Not Machinable (M) <input type="checkbox"/> Separations Do Not Match 8125s (P) <input type="checkbox"/> Courtesy Pallets (I) <input type="checkbox"/> Container Counts Do Not Match 8125s (P) <input type="checkbox"/> Other ( <i>Describe in "Comments" section 32</i> )	
			31. Appointment <input type="checkbox"/> Arrived Early (E) <input type="checkbox"/> Arrived Late (L) <input type="checkbox"/> No Appointment (N)	
			32. Comments	
	25a. USPS Receiving Employee's Signature	25b. USPS Receiving Employee's Name		
	26. Date of Arrival	27. Time of Arrival		
	28. Date of Departure	29. Time of Departure		

### Definitions and Features

Form 8125 proves to the entry facility that the mail being presented by the mailer or mailer's agent was verified and paid for at origin.

Plant-verified drop shipment (PVDS) enables origin verification and postage payment for shipments that a mailer transports from the mailer's plant to destination post offices, where the prepaid and pre-verified shipments are accepted by the Postal Service as mail.

Postal Service employees verify PVDS mailings for classification, rate eligibility, preparation, and presort either at the mailer's plant or at the origin post office serving the mailer's plant.

Standards for PVDS shipments are in *Domestic Mail Manual* (DMM) P750. Information about destination entry discounts for each class of mail are in DMM Module E, *Eligibility*. DMM E651 contains volume limits for PVDS Standard Mail that is for delivery outside the entry office service area. There are no limits for Periodicals.

Appointments to deposit PVDS mailings at entry offices are required for Standard Mail. Appointments are required for Periodicals only if they will be presented on vehicles that also contain PVDS Standard Mail.

### Instructions for Mailer

With each PVDS mailing presented for verification and postage payment to the origin post office (or detached mail unit), the mailer must submit a PS Form 8125 (or approved facsimile) completed as described below. The original Form 8125, after being signed and round dated by the origin verifying post office, must be submitted to the entry post office with the PVDS mailing it represents. But for PVDS mailings sent via Express Mail or Priority Mail drop shipment, Form 8125 is not required.

### Completing Form 8125

"Requested In-Home Delivery Date": If completed, the mailing should be deposited by the mailer or mailer's agent at the entry office in time to meet the delivery window. Delivery within this window is not guaranteed.

"Drop Shipment Appointment Number": The appointment number may be added by the mailer or mailer's agent after the 8125 is signed and dated by the origin post office but before the PVDS mailing is presented to the destination post office.

The "Mailer Information" section (1 through 12) identifies the mail preparer and provides a description of the mail to be deposited at the destination entry post office listed in item 24. The mailer must complete all items in the "Mailer Information" section except for optional items 6 and 12.

- In item 5, report the mail as configured for verification and as it will be presented to the entry office (for example, if trays are presorted on pallets, show the number of pallets with trays). If a mailing consists of a combination of palletized and non-palletized mail, report each segment correctly in this item.
- In item 6, you may show other mailer information (for example, sequence number for a postage statement, manifest, or 8125).
- In item 7 (and 12 if possible), report the name and telephone number of a mailer contact familiar with the subject mailing who can resolve problems that may arise at the entry office.
- In item 11, show all entry discounts claimed for pieces in the mailing. A single mailing may contain pieces subject to different entry discounts (no more than one entry discount may be claimed for any individual piece).

In the "Destination" section, fill out only the first item (24), "Entry Office." Show the city, state, and ZIP+4 of the post office or postal facility where the PVDS mailing will be deposited. For mail entered at an SCF or a BMC, show the city and state names as they appear in the applicable labeling list from DMM Module L to facilitate verification of any entry discounts claimed. The physical address of the facility may also be shown. All entry discounts must be based on entry at this facility. If the mailing will be deposited at a bulk mail center (BMC), show the designation "BMC" with the city and state as they appear in the applicable labeling list from DMM Module L (the physical address may also be shown with the ZIP+4).

### Submitting Mailing and Form 8125 to Entry Post Office

The mailer or mailer's agent must submit copy 1 of this Form 8125 (with the original signature and round date of the origin post office) with the PVDS mailing presented for acceptance to the entry postal facility shown in the first item of the "Destination" section. Submit a second copy if you want one signed by the entry office and returned for your records.

The mailing presented to the entry office must be configured as reported under "Type and Number of Containers" and must match the other information on Form 8125 as validated by the origin post office (verifying office).

- Mail must not be reconfigured in containers after verification at origin. This ensures that the entry office is able to reconcile the information on the 8125 with the mail being presented for acceptance. For example, mail verified and reported as non-palletized sacks or trays (rather than as sacks or trays prepared on pallets) must be presented to the entry post office in the same configuration.
- Consolidators must not take mail received from mailers as non-palletized sacked or trayed mailings (reported on Forms 8125 as non-palletized mailings) and place the mail on pallets or in other containers after verification (for reasons like facilitating transportation) because the entry office will be unable to reconcile the mail with 8125s representing the mail. For example, if an agent places on pallets 10 sacks from one mailing and 15 sacks from another mailing reported on Forms 8125 as non-palletized sacks, there would be no 8125 representing one pallet of 25 sacks and the destination entry office may refuse or delay acceptance of the mail.

### Instructions for Post Office of Origin (Office Where PVDS Mailing Is Verified)

Be sure mailer has completed all required items in the "Mailer Information" section and item 24.

Complete the "Origin Post Office" section after verifying that all information is correct. Optional items are "Vehicle PVDS Seal number," "Vehicle ID Number," and "Comments."

Sign and round date this form. Return copies 1 and 2 to the mailer. Retain copy 3 in your files for one year.

### Instructions for Destination Entry Post Office or Delivery Unit

Either remove the 8125s for your office from the vehicle or receive them from the mailer or mailer's agent and check that your office is shown as the entry facility under "Entry Office" (item 24).

Check that the form is completed, signed, and round dated by the origin post office.

Check the integrity of the mail load to be sure that it is safe to unload. Note any load condition irregularities under "Load Condition Irregularities" (item 30).

Compare the shipment with the form(s) for class, volume (such as number of containers), processing category, entry rates claimed, and so on.

If the 8125 is properly completed and the information on it matches the mail, accept the shipment. Complete the "Destination" section (items 25 through 32) legibly. Retain the completed 8125 in your files for one year. If the mailer or mailer's agent has presented two copies, complete the "Destination" section on the second copy and return it to the mailer or mailer's agent who presented it to you.

If the mail is visibly damaged, the shipment does not match the information on the 8125, or the entry facility on the 8125 is not your facility, do not accept the mail until the discrepancy is resolved.

- You may need to notify your supervisor of the problem(s).
- Either you or your supervisor may need to contact the origin post office (entered as "USPS Employee Verifying Mail") to resolve the discrepancy.



United States Postal Service  
**Plant-Verified Drop Shipment (PVDS)**  
**Consolidated Verification and Clearance**

Requested In-home Delivery Date *(Three-day window)*

Drop Ship Appointment Number

**MAILER:** This form is for the use of an individual mailer only, for multiple PVDS mailings cleared at origin on the same day for entry at a single destination on the same vehicle.

1. Mailer's Name						3a. Mailer's Contact Name		3b. Mailer's Contact Telephone			
2. Origin Plant Location <i>(City, State, ZIP+4)</i>						4. Contact and Telephone at Company Making Drop Ship Appointment <i>(If other than mailer and if known when completing this form)</i>					
6. Individual Mailings KEY <i>(Used below to describe individual mailings)</i> Payment Type: P Permit M Metered S Precanceled Stamped Number of Pallets & Type: PK Pallets with packages PS Pallets with sacks PT Pallets with trays PP Pallets with parcels Number of Non-Palletized Containers & Type: S Sacks T Trays P Parcels B Bedloaded bundles O Other Type (Mail category): L Letters F Flats A Automation compatible I Irregular parcels M Machinable parcels N Nonmachinable parcels						5. Destination Entry Discounts Claimed <i>(Check all that apply)</i> <input type="checkbox"/> DDU <input type="checkbox"/> DSCF <input type="checkbox"/> DBMC <input type="checkbox"/> OBMC <input type="checkbox"/> Zone Rates <input type="checkbox"/> Local Zone Rates <input type="checkbox"/> Mailing includes pieces for delivery outside service area or entry office					
Mailer Information	Permit Holder	Product Name/ID	Postage Stmt. Sequence No.	Permit No. & Payment Type (Except PER)	Number of Pallets & Type	Number of Non-Palletized Containers & Type	Number of Pieces	Piece Weight	Total Gross Weight	Class	Type
7. Comments											
Origin P.O. (Where verified)	8. Origin Post Office <i>(City, State, and ZIP+4)</i>						15a. Name of USPS Employee Verifying Mail <i>(Printed)</i>		16. Date <i>(Round)</i> Stamp		
	9. Verified at <input type="checkbox"/> DMU <i>(Mailer's plant)</i> <input type="checkbox"/> BMEU or Post Office						15b. Employee's Telephone				
	10. Total Pieces			11. Total Weight of Mailing			15c. Signature of Verifying Employee				
	12. Vehicle PVDS Seal Number			13. Vehicle ID Number			15d. Contact Name <i>(If other than verifying employee)</i>				
	14. Comments						15e. Contact's Telephone				
Dest. Entry P.O. or Delivery Unit	17. Entry Office <i>(City, state, ZIP+4. If mail will be entered at a BMC facility, write "BMC" as well)</i>						23. Load Condition Irregularities <i>(Check all that apply)</i> <input type="checkbox"/> Pallets Too Tall (T) <input type="checkbox"/> Load Unsafe (U) <input type="checkbox"/> Broken Pallets (B) <input type="checkbox"/> Overweight Pallets (O) <input type="checkbox"/> Packages on BMC Pallets Not Machinable (M) <input type="checkbox"/> Separations Do Not Match 8125s (P) <input type="checkbox"/> Courtesy Pallets (I) <input type="checkbox"/> Container Counts Do Not Match 8125s (P) <input type="checkbox"/> Other <i>(Describe in "Comments" section 25)</i>				
	18a. USPS Receiving Employee's Signature			18b. USPS Receiving Employee's Name			24. Appointment <input type="checkbox"/> Arrived Early (E) <input type="checkbox"/> Arrived Late (L) <input type="checkbox"/> No Appointment (N)				
	19. Date of Arrival			20. Time of Arrival			25. Comments				
	21. Date of Departure			22. Time of Departure							

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United States Postal Service

**Postage Statement — Standard Mail (A)**  
**(Nonprofit Only) — Meter or Precanceled Postage Affixed**

Payment Method	
<input type="checkbox"/> Meter Postage	<input type="checkbox"/> Precanceled Stamps

**MAILER: Complete all items by typewriter, pen, or indelible pencil. If you need a receipt, use Form 3606 (DMM S914).**

<b>Mailer Information</b>	Post Office of Mailing		Mailing Date		Processing Category <input type="checkbox"/> Letters (DMM C050) <input type="checkbox"/> Flats (DMM C050) <input type="checkbox"/> Automation Flats (DMM C820) <input type="checkbox"/> Machinable Parcels (DMM C050) <input type="checkbox"/> Irregular Parcels (DMM C050)		USPS Authorized Mailing ID Code(s)									
	Permit No.		Statement Sequence No.													
	Permit Holder's Name and Address (Include ZIP Code)		Telephone		Receipt No.		Prepared Under DMM (Check all that apply) <input type="checkbox"/> M610 (Letters, flats, parcels) <input type="checkbox"/> M610 (Upgradable letters) <input type="checkbox"/> M620 (Enhanced Carrier Route) <input type="checkbox"/> M810 (Automation letters) <input type="checkbox"/> M820 (Automation flats)									
					Number of Containers (Fill in all that apply) 1-Ft. MM Trays _____ 2-Ft. MM Trays _____ 2-Flt. EMM Trays _____ Total Ltr. Trays _____ Flat Trays <u>N/A</u> Sacks _____ Pallets _____ Other _____ Weight of a Single Piece _____ pounds Total Pieces _____ Total Weight _____		If Sacking, Based On <input type="checkbox"/> 125 pieces <input type="checkbox"/> 15 pounds <input type="checkbox"/> Both									
<b>Postage Computation</b>	Authorized nonprofit rates? (DMM E670) <input type="checkbox"/> Yes <input type="checkbox"/> No						Customer No. (Dun & Bradstreet)									
	Name and Address of Organization for Which Mailing Is Prepared (If other than permit holder)						Customer No. (Dun & Bradstreet)									
	<p><input type="checkbox"/> Additional Postage Payment (State reasons)</p> <p><input type="checkbox"/> Single-Piece Rate <input type="checkbox"/> Nonstandard Surcharge <input type="checkbox"/> Special Service (Specify)</p> <p>Is additional bulk pound rate paid by permit imprint? (Form 3602-N required) <input type="checkbox"/> Yes <input type="checkbox"/> No</p>						<p>Postage (From reverse side)</p> <table border="1"> <tr> <td>Part A</td> <td>\$</td> </tr> <tr> <td>Part B</td> <td>\$</td> </tr> <tr> <td>Part C</td> <td>\$</td> </tr> <tr> <td>Part D</td> <td>\$</td> </tr> </table> <p>No. Pieces _____ Rate/Fee Per Pc. _____ = \$ _____ x \$ _____ = \$ _____</p> <p><b>Total Postage</b> —▶ \$ _____</p>		Part A	\$	Part B	\$	Part C	\$	Part D	\$
	Part A	\$														
Part B	\$															
Part C	\$															
Part D	\$															
<p>Postage Affixed at (Check one) <input type="checkbox"/> Correct Rate <input type="checkbox"/> Lowest Rate <input type="checkbox"/> Neither (DMM P600)</p> <p>_____ pcs. x \$ _____ = <b>Less Total Affixed</b> —▶ \$ _____</p> <p><b>Net Postage Due</b> —▶ \$ _____</p>																
<b>Certification</b>	<p><input type="checkbox"/> <b>For Enclosed Reply Pieces</b> (Automation rates only): I certify that all business reply, courtesy reply, or metered reply letter-size cards or envelopes, enclosed in the pieces described above, bear the correct facing identification mark (FIM) and barcode under DMM C810.</p> <p><input type="checkbox"/> <b>For ZIP Codes</b> (Nonautomation rates only): I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.</p>															
	<p>The signature of a mailer certifies that: (1) the mailing does not violate DMM E670; (2) only the mailer's matter is being mailed; (3) this is not a cooperative mailing with other persons or organizations that are not authorized to mail at Nonprofit Standard Mail rates at this office; (4) this mailing has not been undertaken by the mailer on behalf of or produced for another person or organization not authorized to mail at Nonprofit Standard Mail rates at this office; (5) the mailing, if made by a voting registration official, is required or authorized by the National Voter Registration Act of 1993; and (6) it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing, whether due to a finding that the mailing is cooperative or for other reasons. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the nonprofit mailer, and both the nonprofit mailer and the agent will be liable for and agree to pay any deficiencies.)</p> <p>The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).</p> <p><b>I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.</b></p>															
	Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.)						Telephone									
<b>USPS Use Only</b>	Single-Piece Weight _____ pounds		Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No		Round Stamp (Required)											
			If "Yes," Reason													
	<p>Check One <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled</p> <p>I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.</p>		Date Mailed Notified	Contact	By (Initials)											
	Signature of Weigher		Time		AM PM											

**Form 3602-PN — Standard Mail (A) (Nonprofit Only) — Postage Affixed**

<sup>1</sup> Show actual amount due for each piece.  
Show total affixed and balance due on front.

**Postage Computation**

Entry Discount (If any) Presort / Automation Discounts Net Rate<sup>1</sup> Count (Pcs.) Charge

**A Nonprofit Automation Rates — Letters (DMM C810) and Flats (DMM C820) Weighing .2087 Lb. (3.3388 Oz.) or Less**

**None** 5-Digit Letter .088 x pcs. = \$  
3-Digit Letter .101 x pcs. = \$  
Basic Letter .105 x pcs. = \$  
3/5 Flat .125 x pcs. = \$  
Basic Flat .177 x pcs. = \$

**DBMC** 5-Digit Letter .075 x pcs. = \$  
3-Digit Letter .088 x pcs. = \$  
Basic Letter .092 x pcs. = \$  
3/5 Flat .112 x pcs. = \$  
Basic Flat .164 x pcs. = \$

**DSCF** 5-Digit Letter .070 x pcs. = \$  
3-Digit Letter .083 x pcs. = \$  
Basic Letter .087 x pcs. = \$  
3/5 Flat .107 x pcs. = \$  
Basic Flat .159 x pcs. = \$

**Total — Part A (Carry to front of form)** \$

**C Nonprofit Enhanced Carrier Route Rates — Pieces Weighing .2084 Lb. (3.3348 Oz.) or Less**

**None** Saturation Letter .087 x pcs. = \$  
Saturation Nonletter .094 x pcs. = \$  
High Density Letter .093 x pcs. = \$  
Basic Automation Letter .085 x pcs. = \$  
High Density Nonletter .100 x pcs. = \$  
Basic Letter .099 x pcs. = \$  
Basic Nonletter .107 x pcs. = \$

**DBMC** Saturation Letter .074 x pcs. = \$  
Saturation Nonletter .081 x pcs. = \$  
High Density Letter .080 x pcs. = \$  
Basic Automation Letter .072 x pcs. = \$  
High Density Nonletter .087 x pcs. = \$  
Basic Letter .086 x pcs. = \$  
Basic Nonletter .094 x pcs. = \$

**DSCF** Saturation Letter .069 x pcs. = \$  
Saturation Nonletter .076 x pcs. = \$  
High Density Letter .075 x pcs. = \$  
Basic Automation Letter .067 x pcs. = \$  
High Density Nonletter .082 x pcs. = \$  
Basic Letter .081 x pcs. = \$  
Basic Nonletter .089 x pcs. = \$

**DDU** Saturation Letter .063 x pcs. = \$  
Saturation Nonletter .070 x pcs. = \$  
High Density Letter .069 x pcs. = \$  
Basic Automation Letter .061 x pcs. = \$  
High Density Nonletter .076 x pcs. = \$  
Basic Letter .075 x pcs. = \$  
Basic Nonletter .083 x pcs. = \$

**Total — Part C (Carry to front of form)** \$

Entry Discount (If any) Presort / Automation Discounts Net Rate<sup>1</sup> Count (Pcs.) Charge

**B Nonprofit Nonautomation Rates — Pieces Weighing .2087 Lb. (3.3388 Oz.) or Less**

**None** 3/5 Letter .120 x pcs. = \$  
3/5 Nonletter .149 x pcs. = \$  
Basic Letter .138 x pcs. = \$  
Basic Nonletter .201 x pcs. = \$

**DBMC** 3/5 Letter .107 x pcs. = \$  
3/5 Nonletter .136 x pcs. = \$  
Basic Letter .125 x pcs. = \$  
Basic Nonletter .188 x pcs. = \$

**DSCF** 3/5 Letter .102 x pcs. = \$  
3/5 Nonletter .131 x pcs. = \$  
Basic Letter .120 x pcs. = \$  
Basic Nonletter .183 x pcs. = \$

**Total — Part B (Carry to front of form)** \$

**D Check ☐ Nonprofit Rate Pieces Weighing More Than .2087 Lb. (3.3388 Oz.) but Less Than 1.0 Lb. (16.0 Oz.)  
One: ☐ Nonprofit Enhanced Carrier Route Rate Pieces Weighing More Than .2084 Lb. (3.3348 Oz.) but Less Than 1.0 Lb. (16.0 Oz.)**

Enter the applicable rate for each piece computed as described in DMM E612

**None** Saturation ECR \$ x pcs. = \$  
High Density ECR \$ x pcs. = \$  
Basic ECR \$ x pcs. = \$  
3/5 Automation\* \$ x pcs. = \$  
3/5 Nonautomation \$ x pcs. = \$  
Basic Automation\* \$ x pcs. = \$  
Basic Nonautomation \$ x pcs. = \$

**DBMC** Saturation ECR \$ x pcs. = \$  
High Density ECR \$ x pcs. = \$  
Basic ECR \$ x pcs. = \$  
3/5 Automation\* \$ x pcs. = \$  
3/5 Nonautomation \$ x pcs. = \$  
Basic Automation\* \$ x pcs. = \$  
Basic Nonautomation \$ x pcs. = \$

**DSCF** Saturation ECR \$ x pcs. = \$  
High Density ECR \$ x pcs. = \$  
Basic ECR \$ x pcs. = \$  
3/5 Automation\* \$ x pcs. = \$  
3/5 Nonautomation \$ x pcs. = \$  
Basic Automation\* \$ x pcs. = \$  
Basic Nonautomation \$ x pcs. = \$

**DDU** Saturation ECR \$ x pcs. = \$  
High Density ECR \$ x pcs. = \$  
Basic ECR \$ x pcs. = \$

\*Available only for automation-compatible flats (DMM C820)

**Total — Part D (Carry to front of form)** \$

# Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

## Foreign Order No. 421

Keep all foreign order notices for use as reference.

### Tentative Orders

A tentative Lottery Order has been issued against the following:

#### Australia

ALFI  
MAIL FORWARDING CENTRE  
LOCKED BAG 1282  
GPO BRISBANE QLD 4001  
AUSTRALIA

AUSSIE WIN  
POST OFFICE BOX 2159  
BENDIGO DELIVERY CENTRE  
VICTORIA 3554  
AUSTRALIA

AUSSIE WIN  
POST OFFICE BOX 6080  
SILVERWATER NEW SOUTH WALES 2128  
AUSTRALIA

BLS  
PO BOX 61  
GISBORNE VICTORIA 3437  
AUSTRALIA

BLS  
PO BOX 570  
AUBURN 2144 NEW SOUTH WALES  
AUSTRALIA

BLS  
PO BOX 1202  
TULLAMARINE VICTORIA 3043  
AUSTRALIA

BLS  
POST OFFICE BOX 6430  
SILVERWATER NSW 2128  
AUSTRALIA

BLS  
LOCKED BAG 39  
TULLAMARINE VICTORIA 3043  
AUSTRALIA

BLS  
LOCKED BAG 180  
SILVERWATER NEW SOUTH WALES 2128  
AUSTRALIA

#### Canada

AWARDS NETWORK OF AMERICA  
525 HIGHLAND ROAD WEST SUITE #109  
KITCHENER ON N2M 5P4  
CANADA

CASH AND PRIZE REPORTING OFFICE  
218 SILVERCREEK PARKWAY STE #461  
GUELPH ON N1H 8E8  
CANADA

CASH AND PRIZE REPORTING OFFICE  
1568 MERIVALE RD SUITE #107  
NEPEAN ON K2G 5Y7  
CANADA

CONSUMER AWARDS NETWORK  
CAN ADMINISTRATION OFFICE  
509 COMMISSIONERS ROAD WEST SUITE #427  
LONDON ON N6J 1Y5  
CANADA

IAAAC  
140-8380 LANSLOWNE RD SUITE #704  
RICHMOND BC V6X 1B9  
CANADA

ICLP SUBSCRIPTION DEPT  
185-9040 BLUNDELL ROAD SUITE #322  
RICHMOND BC V6Y 1K3  
CANADA

INTERNATIONAL MONETARY FUNDING  
INTERNATIONAL SUBSCRIPTIONS  
3495 CAMBIE STREET SUITE # 367  
VANCOUVER BC V5Z 4R3  
CANADA

MONEY LIST OFFICE  
2384 YONGE STREET PO BOX 159 STN K  
TORONTO ON M4P 3H7  
CANADA

NAAN  
238 DAVENPORT ROAD SUITE 139  
TORONTO ONTARIO M5R 1J6  
CANADA

NUMERICAL BREAKTHROUGHS  
8726 BARNARD STREET  
PO BOX 95066 STN SOUTH DEL CTR  
VANCOUVER BC V6P 6V5  
CANADA

TPTO  
PROCESSING DEPT  
140-8380 LANSLOWNE ROAD SUITE 701  
RICHMOND BC V6X 1B9  
CANADA

TARGET INC  
BOX 15 GORDAN STREET  
ESSEX ONTARIO N8M 2M0  
CANADA

UNIVERSAL PRIZE FINDERS  
16-1375 SOUTHDOWN ROAD SUITE #220  
MISSISSAUGA ON L5J 2Z1  
CANADA

WINNERS LIST COMMISSION  
8726 BARNARD STREET  
PO BOX 95041 STN SOUTH DEL CTR  
VANCOUVER BC V6P 6W8  
CANADA

*Germany*

L A MEIEREBERT  
FULFILLMENT CENTER  
POSTFACH 2363 LIEBIGSTR 3  
HERFORD 32013  
GERMANY

L A MEIEREBERT  
ORDER CENTER  
POSTFACH 160665  
KAISERSTRASSE 79  
FRANKFURT 60069  
GERMANY

*Sweden*

CUSTOMER SERVICES NETWORK  
NM116 SE-202 28  
MALMO  
SWEDEN

*The Netherlands*

EURO-AMERICAN  
WORLD EXPERT/GROUP EXPRESS  
PO BOX 75748  
1118 ZT SCHIPOL  
THE NETHERLANDS

**Final Orders**

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

*Canada*

CHOICE AWARDS SELECTION SERVICES  
3219 YONGE STREET SUITE 324  
TORONTO ON M4N 2L3  
CANADA

ILSC (INTERNATIONAL SELECTION CENTER)  
185-9040 BLUNDELL ROAD SUITE #322  
RICHMOND BC V6Y 1K3  
CANADA

THE PRIZE TREASURY ORGANIZATION  
2025 GUELPH LINE SUITE #258  
BURLINGTON ON L7P 4X4  
CANADA

TRANSWORLD  
INTERNATIONAL SUBSCRIPTIONS  
140-8380 LANSLOWNE ROAD SUITE #711  
RICHMOND BC V6X 1B9  
CANADA

UNIVERSAL PRIZEFINDERS  
15-6400 MILLCREEK DRIVE SUITE #361  
MISSISSAUGA ON L5N 3E7  
CANADA

UNIVERSAL PRIZE FINDERS &  
ADVISORY SERVICE  
2025 GUELPH LINE SUITE #258  
BURLINGTON ON L7P 4X4  
CANADA

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

POSTMASTER  
CLAIMS AND INQUIRY  
JAMES A FARLEY BUILDING RM 2029A  
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.

—Recorder's Office, Judicial Officer, 7-30-98

## Withholding of Mail Orders

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

State/City	Names Covered
AZ, Phoenix 85023-7530	ASAP Services and Christopher Baxter, 2814 W. Bell Rd., #1465-105
AZ, Phoenix 85071-2667	J. Jay Copeland, P.O. Box 82667
CA, Bodfish 93205-8619	Any And All Various Names Other Than Brenda McLaughlin, P.O. Box 8619
CA, Bodfish 93205-8678	Any And All Various Names Other Than Brenda McLaughlin, Brenda Long, and Brenda Stevens, P.O. Box 8678
CA, Bodfish 93205-8592	Any And All Various Names Other Than Brenda McLaughlin, P.O. Box 8592 and
CA, Bodfish 93205-8671	P.O. Box 8671 and
CA, Bodfish 93205-8689	P.O. Box 8689
CA, Fort Jones 96032-1181	Any And All Other Various Names Other Than Surnames Navarro and Diaz, P.O. Box 1181
CA, Long Beach 90804-4495	Interstate Express, 5595 E. 7th Street, #298
CA, Riverside 92057-4467	Any And All Names Except Mildred Miller, 1450 University Avenue #192 and
CA, Riverside 92507-4467	Any And All Names Except William Pardee, 1450 University Avenue #204 and
CA, Riverside 92507-4467	Any And All Names Except Ronald Pardee, 1450 University Avenue #217 and
CA, San Bernardino 92404-4624	Any And All Names Except Sarah Joseph Vallier, 2348 Sterling #328
DE, Seaford 19973-1309	Irene Morgan, 733 Rosetree Lane
DE, Wilmington 19808-5848	Marcella Merritt, 2021 Jackson Avenue, Trailer #4
DC, Washington 20045-1201	National Supply Center, 202 National Press Building
IN, Richmond 47374-1837	Any And All Of Various Names Other Than The Names Steve Duckett or Retha Duckett, 1410 Ridge Street
NV, Las Vegas 89102-6770	Any And All Names, 3395 South Jones #157
NJ, Haddon Heights 08035-0094	The Surname Valentine, P.O. Box 94
NC, Lumberton 28358-7461	Any And All Names Other Than The Surnames Lowery and Castel, 305 Hollywood Drive
PA, Philadelphia 19139-2348	Any And All Of Various Names, 8 N. 60th Street, #168
PA, Philadelphia 19124-4433	Any And All Of Various Names, 3943 Kensington Avenue, #269
PA, Philadelphia 19123-2408	Any And All Various Names Other Than Surnames Lizzimore and Wallace, 1255 Wallace Street

—Recorder's Office, Judicial Officer, 7-30-98

## Missing, Lost, or Stolen U.S. Money Order Forms

### Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. 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.com>. 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 and 1998 quarterly index. Once downloaded, the *Postal Bulletin*, including all forms and posters, may be read and printed.

<b>210 221 0548 to</b>	389 887 9211 to	9230	403 260 7000 to	7499	414 640 0757 to	0799
<b>210 221 0599</b>	389 887 9234 to	9299	403 280 6470 to	6499	414 965 1727 to	1799
<b>273 775 7700 to</b>	<b>390 001 3182 to</b>	<b>3199</b>	403 685 8600 to	8699	417 302 8104 to	8199
<b>273 775 7899</b>	390 001 3500 to	3699	404 003 0300 to	0399	417 387 6532 to	6599
<b>302 000 0000 to</b>	390 545 5974 to	5999	404 041 8838 to	8899	417 496 6800 to	6999
<b>302 123 9999</b>	391 104 6146 to	6199	404 071 4268 to	4299	417 871 9250 to	9299
<b>349 746 2056 to</b>	391 574 1466 to	1499	404 347 5356 to	5399	417 930 9533 to	9599
<b>350 518 7350 to</b>	391 783 3020 to	3599	404 347 5548 to	5599	418 164 6500 to	6799
<b>360 011 1690 to</b>	391 792 6100 to	6199	404 726 4500 to	4599	418 423 9863 to	9899
360 168 6008 to	392 668 2956 to	2999	404 961 5001 to	5199	418 633 5922 to	5999
360 173 8800 to	392 854 8500 to	8899	405 325 0188 to	0198	418 719 8520 to	8599
362 861 3064 to	393 584 7566 to	7699	406 009 4587 to	4599	418 744 2235 to	2299
<b>373 006 2176 to</b>	393 650 0074 to	0099	406 260 6830 to	6899	418 962 2848 to	2899
<b>373 006 2176 to</b>	393 838 8316 to	8499	406 459 6641 to	6999	419 543 0286 to	0299
374 768 2600 to	393 893 6007 to	6099	406 733 3000 to	3999	419 730 0300 to	0399
375 169 4400 to	394 126 6907 to	6999	407 545 1557 to	1599	<b>420 277 0015 to</b>	<b>0049</b>
375 829 3400 to	394 189 0405 to	0599	407 594 0412 to	0599	420 599 0734 to	0798
375 851 9100 to	394 822 3243 to	3278	407 692 9100 to	9299	420 661 4115 to	4199
376 196 0911 to	394 990 1810 to	1899	407 959 2190 to	2199	420 758 9500 to	9699
378 085 3679 to	395 343 3264 to	3299	408 265 2275 to	2288	420 969 3951 to	3971
378 351 1063 to	395 373 3035 to	3099	408 499 7700 to	7799	420 969 3973 to	3999
379 843 5100 to	395 396 9649 to	9799	408 499 7900 to	7999	421 116 3565 to	3599
<b>380 093 9600 to</b>	395 970 3240 to	3299	408 682 8484 to	8599	421 130 9300 to	9399
<b>380 093 9600 to</b>	397 622 4054 to	4099	408 698 7015 to	7099	421 313 4500 to	4999
380 165 1165 to	397 819 8902 to	8999	409 072 3941 to	3999	421 364 5537 to	5599
381 325 4500 to	398 149 7200 to	7699	<b>410 491 2311 to</b>	<b>2399</b>	421 656 2609 to	2699
381 604 2510 to	399 070 0872 to	0899	410 694 8400 to	8599	421 988 9700 to	9799
381 645 9525 to	399 156 7119 to	7199	410 775 1500 to	1599	422 172 4667 to	4699
383 314 3968 to	399 203 5064 to	5099	410 795 7927 to	7999	422 484 4212 to	4299
383 892 1000 to	399 296 9910 to	9999	410 867 0917 to	0966	422 556 1270 to	1299
383 892 1382 to	399 396 8935 to	8999	410 867 0970 to	0999	422 587 7024 to	7099
384 925 3641 to	399 792 7775 to	7799	411 868 1023 to	1199	422 819 7533 to	7599
385 568 2331 to	399 792 8300 to	8399	411 922 2322 to	2399	422 842 5073 to	5087
385 599 7554 to	<b>400 427 1051 to</b>	<b>1999</b>	412 193 0900 to	0999	422 907 7563 to	7599
385 774 2024 to	401 045 1505 to	1549	412 395 8599 to	8699	424 500 6050 to	6099
386 624 1412 to	401 045 1571 to	1599	412 485 6500 to	6599	424 641 8500 to	8599
386 883 8936 to	401 294 2700 to	2799	412 485 6610 to	6699	424 871 6600 to	6699
387 314 5574 to	401 310 9505 to	9599	412 885 5953 to	5999	425 298 2352 to	2399
387 837 6300 to	401 382 5312 to	5399	414 193 3608 to	3674	425 418 4269 to	4299
388 828 0656 to	402 578 7876 to	7899	414 193 3677 to	3699	425 418 4405 to	4499
389 696 2400 to	403 125 6744 to	6799	414 411 7348 to	7399	426 547 4566 to	4599
389 846 3104 to						
389 846 3145 to						



427 412 6337	to	6499	453 603 7841	to	7891	469 127 8000	to	8199	483 632 1521	to	1599
427 481 0900	to	0999	453 650 1140	to	1199	469 213 0359	to	0399	483 632 2600	to	2799
428 027 2742	to	2752	453 741 1300	to	1399	469 213 0500	to	0599	483 849 1615	to	1699
429 474 4172	to	4199	454 013 2919	to	2999	469 561 8011	to	8099	484 174 4803	to	5299
429 889 2900	to	2999	454 186 2411	to	2499	469 658 1961	to	1999	484 323 8900	to	9199
<b>430 150 4401 to 4599</b>			454 268 4883	to	4899	469 666 9900	to	9999	484 680 5000	to	5038
430 172 9800	to	9899	454 302 5400	to	5499	469 678 1900	to	1999	484 680 5040	to	5074
430 177 1900	to	2099	454 490 8300	to	8399	469 781 4900	to	4999	484 680 5077	to	5099
430 444 9500	to	9699	454 547 7434	to	7499	469 947 6960	to	6999	485 029 4913	to	4999
430 664 4070	to	4099	454 922 4867	to	4895	<b>470 755 5800 to 5818</b>			486 176 0600	to	0699
432 168 8419	to	8499	455 221 1348	to	1499	471 918 0300	to	0999	486 559 7555	to	7599
432 708 6800	to	6999	455 364 2147	to	2199	471 985 2408	to	2419	486 696 3023	to	3199
432 744 1544	to	1599	455 399 5400	to	5499	472 191 6700	to	6799	488 173 7900	to	7999
432 995 9775	to	9799	455 476 0676	to	0699	472 270 2555	to	2599	488 206 4100	to	4199
433 003 5800	to	5899	455 543 0618	to	0699	472 987 0213	to	0241	488 226 0200	to	0299
433 757 3047	to	3099	456 410 9006	to	9099	472 987 0290	to	0299	488 709 3906	to	3999
433 765 4003	to	4099	456 470 4146	to	4299	473 151 2069	to	2199	488 855 8359	to	8399
434 482 7060	to	7199	456 619 4460	to	4499	473 666 9138	to	9199	489 181 8963	to	8999
434 513 2386	to	2399	457 333 2686	to	2699	473 952 3429	to	3499	489 223 2000	to	2099
434 968 3076	to	3092	457 729 1767	to	1777	474 108 5402	to	5499	489 311 1930	to	1999
435 303 1831	to	1842	457 937 8615	to	8699	474 356 5193	to	5299	489 318 6200	to	6300
435 303 1986	to	1999	458 028 9810	to	9899	474 949 3366	to	3399	489 384 0027	to	0099
435 666 6092	to	6399	458 057 2712	to	2999	475 134 9362	to	9399	489 427 0658	to	0899
436 082 6400	to	6899	458 069 9537	to	9599	475 167 9667	to	9699	489 997 5252	to	5299
436 160 6441	to	6499	458 069 9665	to	9699	475 319 3415	to	3499	<b>490 669 5850 to 6099</b>		
437 316 7115	to	7199	458 337 5222	to	5299	475 319 3649	to	3799	490 717 7080	to	7099
437 427 0500	to	3499	458 354 7653	to	7999	475 340 6400	to	6599	490 721 6000	to	6099
439 179 2300	to	2399	458 671 8678	to	8699	475 424 8410	to	8499	490 793 1500	to	2099
439 310 0458	to	0499	458 671 8721	to	8798	475 629 9156	to	9199	490 886 8171	to	8199
<b>440 698 1947 to 1999</b>			458 847 5044	to	5999	475 850 6101	to	6199	490 977 9221	to	9240
440 858 6300	to	6399	459 274 7624	to	7699	475 875 2500	to	2599	491 258 8100	to	9099
440 858 6420	to	7299	459 365 5432	to	5499	476 169 8264	to	8299	491 567 1376	to	1399
441 199 1655	to	1699	459 378 5764	to	5799	476 189 3000	to	3499	492 254 4800	to	4899
443 127 3648	to	3699	459 472 4816	to	4999	476 331 2480	to	2499	492 283 5100	to	5199
443 127 4000	to	4099	<b>460 349 6878 to 6899</b>			477 289 8601	to	8699	492 610 6813	to	6899
443 673 7900	to	7999	460 550 1909	to	1999	477 681 5206	to	5299	493 394 5568	to	5599
443 800 9335	to	9399	460 997 5234	to	5299	478 010 4243	to	4268	493 470 2562	to	2599
444 382 8822	to	8899	461 973 6443	to	6499	478 010 4270	to	4291	493 473 7700	to	7799
444 390 1667	to	1699	462 152 0107	to	0299	478 450 5071	to	5099	493 716 2153	to	2199
444 457 3854	to	3899	462 274 1072	to	1099	478 469 7838	to	7858	494 206 2972	to	2999
<b>450 048 4173 to 4199</b>			462 277 8373	to	8399	478 469 7883	to	7899	494 217 3446	to	3999
450 048 4442	to	4699	462 554 6051	to	6099	479 280 9800	to	9899	494 224 0500	to	0599
450 560 5173	to	5199	463 011 5529	to	5540	479 365 9116	to	9176	495 145 0600	to	0699
450 620 3077	to	3099	463 176 4115	to	4199	479 412 9900	to	9999	496 209 7425	to	7499
450 620 3135	to	3199	463 176 4229	to	4299	479 667 6190	to	6199	496 213 8728	to	8799
450 780 2716	to	2799	463 185 2600	to	2799	479 748 9680	to	9699	496 474 5226	to	5248
450 801 2700	to	2799	463 227 7711	to	7799	479 860 7000	to	7199	497 053 8517	to	8699
451 109 2967	to	2984	463 414 4869	to	4899	<b>480 526 2000 to 2099</b>			497 854 8673	to	8699
451 115 4110	to	4125	463 808 3484	to	3499	480 640 6330	to	6399	498 449 8888	to	8899
451 115 4127	to	4199	463 945 7400	to	7899	480 658 0568	to	0599	498 929 8285	to	8499
452 265 0074	to	0099	464 629 9000	to	9399	480 689 5100	to	5199	498 936 5310	to	5399
452 265 0246	to	0299	464 711 4332	to	4399	481 072 9463	to	9499	499 016 5425	to	5499
452 265 0335	to	0999	465 692 3963	to	3999	481 673 0074	to	0095	499 440 8575	to	8899
452 509 1169	to	1199	465 698 8300	to	8599	482 527 1500	to	1599	499 731 6717	to	6799
452 855 6471	to	6499	465 743 7745	to	7799	482 541 5255	to	5299	<b>500 064 1858 to 1869</b>		
452 890 4679	to	4799	466 798 6056	to	6067	482 729 6800	to	6899	500 070 5725	to	7799
452 900 8215	to	8238	467 147 4300	to	4399	483 363 7207	to	7299	<b>600 645 3223 to 3299</b>		
453 117 9146	to	9199	468 079 5782	to	5799	483 402 2356	to	2399	601 339 1200	to	1399
453 334 3631	to	3699	469 067 2817	to	2899	483 486 5100	to	5199	601 661 7700	to	7799

601 682 5343	to	5399	621 614 7932	to	7999	640 289 7700	to	7999	650 627 4212	to	4299
601 928 1600	to	1699	621 648 8021	to	8199	641 170 4420	to	4499	650 736 2043	to	2099
602 512 2972	to	2999	621 648 8500	to	8599	641 318 3133	to	3199	650 739 1540	to	1699
602 555 2400	to	2799	621 904 8351	to	8599	641 378 6500	to	6999	651 741 4415	to	4499
602 829 7061	to	7099	621 916 1978	to	1989	641 383 8739	to	8799	651 882 2800	to	2899
603 483 9572	to	9599	622 989 8032	to	8099	641 877 3187	to	3299	652 754 6317	to	6399
603 490 7200	to	7299	623 076 9300	to	9399	641 877 3310	to	3399	653 131 4945	to	4999
603 678 7100	to	7199	623 819 5006	to	5099	642 355 8094	to	8199	653 426 3300	to	3399
603 678 7662	to	7699	623 895 8200	to	8399	642 355 8308	to	8999	653 455 4874	to	4899
603 678 7902	to	7999	623 917 0000	to	0099	642 900 0018	to	0099	654 238 0000	to	0399
603 678 8418	to	8499	623 917 0200	to	0299	643 030 6254	to	6299	654 404 3065	to	3092
603 678 8700	to	9999	624 468 5288	to	5299	644 066 0882	to	0899	654 962 2900	to	3199
604 086 0880	to	0899	624 665 3162	to	3198	644 069 0600	to	0699	655 103 5081	to	5199
604 349 1414	to	1499	625 088 6735	to	6799	644 077 7506	to	7699	655 523 2600	to	2999
604 503 7776	to	7799	625 916 9500	to	9799	644 085 8157	to	8199	656 305 2448	to	2499
605 520 9037	to	9099	625 968 8956	to	8999	644 112 9839	to	9899	657 347 4438	to	4999
605 685 4010	to	4099	627 005 3938	to	3999	644 373 9083	to	9099	657 710 8100	to	8999
605 988 6467	to	6499	627 384 3907	to	4099	644 380 1460	to	1499	657 780 0985	to	0999
607 689 7951	to	7960	627 496 7549	to	7599	644 733 4715	to	4799	658 586 1400	to	1499
607 728 1276	to	1299	627 708 3605	to	3699	644 900 9712	to	9799	658 877 8000	to	8199
608 727 7100	to	7199	627 776 2500	to	2599	644 901 0109	to	1299	658 880 8000	to	8199
608 727 7273	to	7599	628 226 3100	to	3199	644 901 1325	to	1399	659 398 7300	to	7399
608 813 9950	to	9999	628 814 4702	to	4799	644 923 6800	to	7799	659 706 8113	to	8199
609 067 5325	to	5399	628 851 9689	to	9699	644 932 4655	to	4699	659 846 7837	to	7899
609 067 5488	to	5499	629 510 7200	to	7299	644 932 4792	to	4799	<b>660 510 4100 to 4199</b>		
609 067 5600	to	5699	629 964 4200	to	4294	645 318 7240	to	7499	660 673 0400	to	0599
609 289 6123	to	6199	630 463 0588	to	0599	645 333 1766	to	1799	661 488 5000	to	5099
609 438 4400	to	4499	631 459 9117	to	9199	645 790 8632	to	8699	661 609 9100	to	9199
609 493 1100	to	1199	631 762 9325	to	9399	645 821 0657	to	0699	661 716 9420	to	9499
609 766 8091	to	8999	632 217 4933	to	4999	645 930 7948	to	7999	661 906 6522	to	6599
609 825 4100	to	4115	632 500 0000	to	99 9999	645 975 0737	to	0762	662 021 8332	to	8399</

675 464 3700 to 3799	683 118 2389 to 2399	701 213 3900 to 3999	702 264 7569 to 7599
675 464 4000 to 4199	683 378 2000 to 2099	701 267 2000 to 3999	702 713 1800 to 1809
676 365 5958 to 5999	683 378 2117 to 2299	701 335 7312 to 7399	<b>806 087 1100 to 1499</b>
676 669 1024 to 1099	683 415 1200 to 1499	701 369 2005 to 2050	806 268 9275 to 9299
677 126 6734 to 6799	685 154 7780 to 7789	701 503 2247 to 2299	806 534 3400 to 3477
677 333 9979 to 9999	686 071 2694 to 2799	701 553 6557 to 6599	807 342 3283 to 3399
677 466 1088 to 1099	686 176 3333 to 3354	701 601 3457 to 3499	808 086 7100 to 7199
678 071 4500 to 4799	686 644 5879 to 5899	701 605 5913 to 5999	808 090 3440 to 3499
678 096 7531 to 7599	688 120 9000 to 9999	701 695 3982 to 3999	808 325 5161 to 5699
679 909 2578 to 2599	691 941 0000 to 4999	701 695 4148 to 4199	808 784 8000 to 8299
<b>680 112 9565 to 9599</b>	<b>700 065 2570 to 2599</b>	701 695 4227 to 4299	869 800 0000 to 9999
680 244 0903 to 0999	700 065 4800 to 4899	701 708 1741 to 1799	<b>870 054 4814 to 4899</b>
680 761 6800 to 6899	700 190 3350 to 3359	701 736 3966 to 3999	870 491 4812 to 4849
681 677 0540 to 0699	700 228 6048 to 6099	701 838 2800 to 2899	870 541 7167 to 7239
682 956 6280 to 6299	700 650 0452 to 0499	701 941 0600 to 0699	
682 956 6490 to 6599	700 666 1323 to 1349	702 171 1603 to 1699	
682 956 6700 to 6799	700 786 9106 to 9142	702 195 5109 to 5199	
682 965 1178 to 1199	700 859 0744 to 0758	702 254 9300 to 9399	
682 965 1201 to 1299	701 028 6780 to 6899		

—Inspection Service, 7-30-98

## Missing, Lost, or Stolen Canadian Money Order Forms

### Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. 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.

<b>000 000 001 to 692 600 000</b>	701 945 451 to 5 500	707 958 541 to 8 570	717 193 161 to 3 490
<b>692 720 871 to 0 900</b>	702 033 701 to 4 050	707 960 107 to 0 160	717 228 591 to 8 680
692 876 955 to 7 050	702 051 501 to 1 750	708 059 941 to 60 000	717 333 902 to 3 950
693 290 380 to 0 400	702 053 601 to 3 800	708 115 830 to 5 860	717 739 745 to 9 910
693 290 426 to 0 450	702 104 368 to 4 900	708 116 251 to 6 310	717 884 991 to 5 050
694 063 700 to 3 897	702 128 306 to 8 400	708 138 301 to 8 480	718 026 171 to 6 290
694 063 900 to 4 000	702 179 891 to 9 900	709 222 591 to 2 920	718 466 370 to 6 420
694 550 501 to 0 530	702 260 751 to 0 850	709 243 479 to 3 500	718 568 451 to 8 479
694 595 031 to 5 050	702 410 595 to 1 050	709 411 171 to 1 320	718 590 741 to 0 770
694 595 087 to 5 300	702 660 151 to 0 540	709 649 804 to 9 820	718 714 210 to 4 370
694 698 551 to 8 650	702 723 429 to 3 450	709 733 281 to 3 580	718 795 881 to 6 000
694 745 458 to 5 600	703 004 401 to 4 820	<b>710 046 813 to 6 840</b>	718 961 721 to 1 780
695 105 313 to 5 350	703 083 819 to 4 020	710 358 093 to 8 166	718 982 001 to 2 300
695 142 809 to 3 050	703 432 131 to 2 230	710 358 257 to 8 270	719 869 731 to 9 760
695 144 666 to 4 700	703 626 061 to 6 090	711 021 501 to 1 510	<b>720 227 871 to 7 930</b>
695 272 601 to 2 750	703 863 121 to 3 240	711 049 411 to 9 560	720 227 949 to 7 960
695 277 576 to 7 650	703 863 477 to 3 540	711 408 045 to 8 090	720 368 543 to 8 570
695 530 761 to 0 800	703 867 801 to 7 980	712 003 381 to 3 650	720 392 151 to 2 570
696 487 701 to 7 800	704 030 628 to 0 640	712 104 220 to 4 230	720 556 491 to 6 640
696 784 101 to 4 550	704 154 024 to 4 120	712 327 861 to 7 890	720 558 621 to 8 650
696 870 601 to 0 650	704 227 561 to 7 829	712 327 952 to 7 980	720 575 361 to 5 570
697 047 501 to 7 600	704 227 831 to 8 069	712 647 061 to 7 090	720 590 152 to 0 179
697 052 101 to 2 350	704 228 071 to 8 100	713 284 171 to 4 260	721 638 331 to 9 170
697 217 251 to 7 400	704 420 344 to 0 490	713 292 871 to 2 990	721 815 391 to 5 420
697 249 952 to 0 050	704 568 751 to 8 990	714 035 101 to 5 160	721 969 713 to 9 740
697 414 886 to 4 900	704 965 301 to 5 770	714 155 011 to 5 400	722 072 137 to 2 160
697 469 606 to 9 700	705 116 780 to 6 790	714 328 231 to 8 440	722 378 265 to 8 280
697 850 401 to 0 750	705 280 801 to 0 980	714 442 952 to 2 980	722 413 990 to 4 004
698 098 446 to 8 550	705 475 651 to 6 040	714 562 843 to 2 860	722 764 948 to 4 980
698 300 251 to 0 300	705 566 127 to 6 280	714 590 391 to 0 430	722 825 840 to 5 889
698 504 383 to 4 650	705 740 581 to 0 730	714 609 811 to 9 930	723 153 841 to 3 850
698 533 927 to 4 200	705 782 796 to 2 820	714 609 961 to 9 990	723 237 616 to 7 630
698 562 268 to 2 400	705 822 271 to 2 480	714 807 181 to 7 240	723 331 081 to 1 110
699 090 686 to 0 750	706 180 148 to 0 290	714 871 321 to 1 500	723 496 443 to 6 470
699 752 699 to 2 850	706 184 041 to 4 220	714 928 529 to 8 590	723 967 291 to 7 320
<b>700 068 473 to 8 500</b>	706 357 861 to 8 190	715 128 183 to 8 330	724 655 196 to 5 340
700 161 501 to 1 650	706 382 419 to 2 430	715 144 171 to 4 470	724 711 441 to 1 500
700 202 522 to 2 700	706 628 735 to 8 820	715 197 211 to 7 570	724 711 538 to 1 560
700 290 275 to 0 300	706 638 211 to 8 420	715 595 910 to 6 180	724 793 221 to 3 250
700 465 730 to 5 750	706 817 959 to 8 000	715 941 781 to 1 810	724 908 109 to 8 120
700 561 444 to 1 550	707 034 391 to 4 450	715 962 421 to 2 480	724 937 461 to 7 670
701 423 101 to 3 150	707 292 636 to 2 660	716 477 396 to 7 430	725 163 118 to 3 151
701 625 469 to 5 550	707 441 401 to 1 687	716 556 635 to 6 660	725 202 735 to 2 750
701 643 829 to 3 850	707 441 836 to 1 940	717 191 648 to 1 690	725 398 591 to 8 800

725 464 591 to 4 920	729 169 081 to 9 140	732 188 649 to 8 670	735 293 131 to 3 220
725 475 321 to 5 330	729 363 841 to 3 870	732 193 460 to 3 470	735 783 961 to 3,990
725 711 057 to 1 070	729 682 891 to 3 190	732 201 241 to 1 390	735 803 401 to 3 430
725 738 581 to 8 730	729 838 940 to 9 070	732 220 431 to 0 440	736 145 971 to 6 000
725 981 311 to 1 430	729 839 101 to 9 130	732 355 201 to 5 380	736 366 021 to 6 110
725 987 835 to 7 880	<b>730 077 683 to 7 840</b>	732 472 320 to 2 560	736 624 456 to 4 530
726 060 811 to 0 900	730 109 847 to 9 880	732 541 605 to 1 620	736 670 851 to 1 060
726 391 970 to 2 520	730 373 761 to 3 850	732 572 221 to 2 490	736 767 061 to 7 090
726 484 771 to 4 800	730 501 951 to 2 130	732 586 479 to 6 710	736 767 093 to 7 120
726 493 351 to 5 300	730 519 379 to 9 470	732 994 037 to 4 080	736 982 191 to 2 370
726 504 031 to 4 063	730 569 278 to 9 360	733 163 449 to 3 460	736 982 551 to 2 730
726 504 070 to 4 090	730 711 711 to 1 740	733 297 171 to 7 290	737 185 501 to 5 710
726 504 331 to 4 390	730 722 991 to 3 230	733 446 631 to 7 110	737 317 321 to 7 350
726 563 701 to 4 060	730 845 970 to 5 990	733 474 665 to 4 770	737 517 781 to 7 840
726 599 371 to 9 460	730 888 291 to 8 320	733 704 482 to 4 720	737 628 181 to 8 210
726 626 356 to 6 370	730 927 591 to 7 680	733 751 041 to 1 130	737 634 258 to 4 270
727 182 271 to 2 510	731 307 914 to 7 930	733 971 138 to 1 210	738 648 355 to 8 450
727 416 181 to 6 240	731 402 431 to 2 460	734 290 759 to 0 770	738 849 811 to 9 900
727 481 431 to 1 460	731 407 232 to 7 320	734 389 273 to 9 290	738 892 270 to 2 290
727 749 241 to 9 780	731 588 301 to 8 340	734 440 031 to 0 111	738 997 259 to 7 380
728 382 331 to 2 480	731 767 273 to 7 320	734 588 040 to 8 370	739 161 451 to 1 540
728 458 201 to 8 260	731 781 061 to 1 120	734 736 661 to 6 810	739 793 527 to 3 550
728 702 338 to 2 400	731 841 377 to 1 450	734 797 201 to 7 320	739 999 231 to 9 320
728 915 371 to 5 850	731 837 821 to 7 910	734 939 611 to 9 640	740 030 701 to 0 970
728 953 141 to 3 410	732 018 481 to 8 600	734 950 111 to 0 170	741 373 891 to 4 340
	732 067 972 to 8 370	735 120 331 to 0 840	741 492 991 to 3 140
		735 123 061 to 3 690	741 553 460 to 3 470
		735 283 008 to 3 020	

—Inspection Service, 7-30-98

## 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, 7-30-98

## 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, 7-30-98

## 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.

005004	007226	009567	018374	022100	024087	025231	040031	067283	070012	070463	071164	071807
005108	007256	009569	018380	022115	024088	025405	040053	067328	070045	070470	071177	071813
005299	007294	009589	018418	022163	024089	026103	040092	067362	070083	070475	071202	071822
005459	007299	009607	018491	022170	024090	026121	040322	067373	070093	070501	071205	071828
005582	007310	009621	018744	022173	024092	026234	041071	067399	070098	070518	071208	071848
005678	007319	009623	018800	022185	024094	026384	041099	068009	070103	070565	071209	071857
005734	007352	009642	018829	022197	024095	026391	043006	068044	070118	070567	071217	071863
005781	007358	009670	018840	022205	024096	026444	043036	068066	070121	070574	071227	071883
005969	007392	009773	018911	022279	024098	026463	051092	068094	070127	070580	071229	071901
006013	008009	009783	019083	022291	024099	026479	052014	068133	070135	070581	071231	071927
006094	008012	009840	019141	022318	024105	027012	053020	068148	070143	070600	071256	071971
006105	008039	009844	019155	022334	024106	027091	054264	068217	070154	070620	071257	071972
006128	008157	009882	019167	022435	024107	027358	055078	068233	070158	070651	071261	071973
006140	008291	009890	019241	022496	024109	027374	055128	068257	070164	070657	071268	075210
006157	008321	009900	019312	022515	024112	027413	055229	068258	070165	070665	071285	075265
006173	008337	009933	019342	022517	024113	027612	056023	068282	070166	070676	071291	075370
006176	008395	009953	019885	022532	024117	027716	060167	068288	070179	070685	071293	075696
006272	008477	010034	019915	022586	024119	027849	060306	068297	070180	070692	071308	075896
006284	008735	010233	019937	022596	024120	028003	060381	068336	070185	070693	071310	075931
006351	008909	010279	020333	022607	024121	028252	060440	068342	070192	070729	071359	075938
006359	008960	010588	020404	022644	024124	028300	060928	068352	070208	070731	071375	075964
006375	008973	010611	020454	022649	024126	028303	060931	068371	070217	070734	071377	076005
006417	009036	010699	020466	022677	024128	028313	061007	068398	070219	070743	071380	076020
006425	009040	011114	020510	022743	024130	028315	061021	068416	070222	070745	071381	076070
006440	009072	011242	021007	022917	024131	028331	061037	068633	070227	070746	071385	076101
006441	009116	011279	021088	022918	024133	028392	061227	069128	070238	070748	071399	076122
006455	009119	011345	021119	023046	024135	028470	061284	069139	070243	070766	071410	076128
006610	009121	011367	021124	023267	024137	028531	061296	069207	070249	070781	071422	076278
006616	009173	012236	021126	023439	024139	028630	061314	069239	070253	070790	071424	076347
006652	009190	013101	021163	023514	024140	028651	061371	069247	070254	070796	071434	076488
006681	009217	013117	021243	024002	024145	028661	061451	069248	070260	070903	071440	076578
006729	009220	013128	021258	024009	024147	028763	061593	069257	070268	070914	071452	076857
006811	009229	014275	021303	024018	024149	028781	061611	069289	070288	070917	071462	076907
006822	009239	014296	021359	024028	024150	028812	061628	069340	070302	070929	071498	076920
006836	009252	014376	021368	024036	024153	028839	061650	069409	070307	070939	071517	077006
006856	009256	014505	021375	024041	024156	028888	061731	069507	070326	070955	071526	077203
006901	009258	014782	021395	024042	024158	029019	061734	069511	070339	070961	071532	077229
006936	009262	014912	021447	024046	024159	029265	062014	069524	070342	070965	071537	077243
006948	009297	014954	021538	024049	024166	029746	064309	069591	070345	070971	071542	077264
006956	009305	014998	021540	024053	024168	030335	064370	069673	070348	070993	071573	077269
006968	009338	015216	021583	024064	024169	030413	064433	069702	070359	071008	071580	077344
006978	009379	015221	021595	024065	024170	031142	064599	069807	070361	071020	071610	077348
007011	009412	015259	021609	024067	024171	031617	064743	069814	070369	071028	071618	077623
007035	009441	016251	021610	024070	024172	034032	064993	069887	070382	071032	071657	077627
007038	009452	016311	021668	024074	024174	034052	065057	069891	070389	071051	071693	077657
007048	009462	016442	021735	024075	024175	036101	065360	069902	070404	071070	071717	077995
007113	009516	018002	021736	024076	024176	037100	065944	069959	070415	071074	071737	078005
007163	009520	018015	021828	024078	024177	038017	067050	069990	070427	071079	071747	078077
007192	009547	018047	021841	024079	024178	038162	067184	070002	070436	071125	071752	078437
007213	009559	018071	021958	024080	024180	038402	067233	070010	070446	071154	071760	078878
007217	009561	018206	021965	024082	024181	038430	067273	070011	070456	071156	071775	079004

079070	089689	097332	104138	111782	127008	181045	200768	221434	272307	294526	300808	302627
079081	089695	097354	104277	111927	128125	182001	200772	221652	272341	295280	300809	302636
079082	089882	097433	104446	111978	128138	184015	200795	222061	272348	295336	300811	302801
079108	089920	097467	104482	113185	128984	184026	200825	222070	273054	296157	300814	302836
079114	089934	097562	104642	113272	129916	184047	200840	222208	273098	<b>300018</b>	300815	302848
079122	089967	097568	105688	113589	136117	185070	200889	222296	273116	300019	300825	303696
079646	089970	097578	105735	113596	136171	185083	200901	222328	274082	300051	300831	303703
079842	090006	097616	105784	114275	142028	186015	200940	223299	274121	300066	300835	303714
079947	090034	097692	105819	114565	142139	187048	206115	223385	274135	300072	300842	303727
079962	090433	097726	106236	114614	142164	191057	206122	224023	274159	300085	300848	303746
080005	090514	097784	106260	115037	142266	191105	207157	226075	274226	300101	300849	303826
080064	090648	097844	106559	115146	146565	191123	207324	230011	274271	300116	300857	303926
080078	091188	097856	107033	115189	146638	191300	207346	230016	274333	300132	300864	303930
080214	091301	097894	107276	115192	146684	191367	207526	232262	274380	300142	300866	303966
080218	091607	097905	107292	115373	146768	191465	207563	232335	276105	300157	300879	303976
080244	091619	097941	108050	115601	150067	191515	207627	232343	276286	300221	300880	303987
080367	091773	097955	108143	115735	150149	191568	207648	235187	280102	300235	300887	305067
080491	091805	098050	108216	116041	150258	191587	207652	235320	280106	300258	300906	305158
080565	091821	098069	108220	117075	151082	191611	207811	235392	280110	300263	300913	305231
080694	091893	098084	108228	117076	151201	191873	207845	235426	280164	300273	300914	305322
085080	091943	098123	108244	117472	151219	191931	207859	235433	281063	300301	300923	305352
085087	092162	098148	108266	117531	151221	191961	207866	235453	281092	300319	300924	305461
085119	092333	098186	108297	117610	152249	191966	207875	235472	281097	300329	300926	305466
085172	092589	098219	108305	117648	152291	192272	208130	235488	281106	300332	300942	305496
085357	092619	098285	108325	117738	152450	192295	208169	239025	282231	300333	300948	305497
085425	092872	098304	108402	118289	152483	192334	208313	240543	282267	300342	300949	305515
085495	092981	098357	108406	118357	152673	192472	208338	244013	282281	300344	300950	305673
085527	093152	098407	108510	119589	156114	192525	208427	253061	282332	300350	300951	305710
085558	093157	098414	108532	120253	156164	192532	208548	253090	282397	300368	300954	305773
085566	093211	098436	108558	123086	156171	192547	208921	253103	282653	300394	300964	305887
085584	093493	098443	108568	123150	156217	192560	208930	253161	282692	300402	300972	306047
085585	093829	098446	108594	124022	156226	192666	209159	253186	282707	300405	300974	306120
085627	094006	098458	108617	124111	156239	192736	210183	253188	282722	300413	301012	306123
085698	094042	098493	108650	124162	156242	192764	210343	253203	282756	300433	301017	306164
085734	094144	098535	108657	124166	159041	192917	210349	253211	282771	300448	301018	306341
085792	094473	098546	108711	125002	159061	192997	210361	253226	282787	300459	301021	306383
085911	094762	098549	108735	125091	165035	193145	210364	253227	282853	300474	301031	306460
085927	094843	098594	108738	125100	165387	193550	210415	253249	283144	300484	301035	306526
088203	095265	098613	108766	125127	170163	193701	210475	253262	283180	300485	301059	306538
088236	095319	098618	108802	125137	171122	195057	210552	253266	283398	300488	301061	306574
088357	095441	098619	108825	125139	171299	195058	212524	253275	283467	300504	301065	306624
088389	095503	098623	108878	125186	173051	196053	212813	253277	283475	300601	301292	306688
088468	095512	098653	109327	125197	173064	196056	220043	253305	283513	300610	301316	306705
088472	095625	098699	109389	125226	174051	196068	220049	253308	283567	300613	301339	306729
088495	095655	098740	109455	125244	174054	196077	220131	254025	286076	300636	301344	306769
088518	095694	098750	109673	125256	174060	196082	220145	255021	286195	300656	301356	306794
088534	095893	<b>100167</b>	109714	125258	174064	196097	220154	256615	287011	300661	301459	306948
088606	095954	100602	109720	125286	174068	196105	220278	257155	287029	300678	301498	306999
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088723	096039	101165	109913	125315	175072	196117	220622	271078	287054	300720	301578	309013
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089116	096319	101405	110254	125355	175088	196134	220746	271147	292510	300737	302006	311073
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089229	096488	101767	111159	125406	176053	<b>200046</b>	220882	272180	292585	300759	302042	311200
089319	096514	101911	111454	125420	176086	200153	220891	272184	292600	300760	302058	311242
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311551	330097	338342	395230	454594	481466	495070	581030	602414	624038	741242	786077	803104
311556	330329	339030	396202	454735	481509	495197	581187	602429	626006	741637	786084	803244
311576	330356	340213	<b>402029</b>	454738	481621	495215	585253	602471	627025	741719	787004	803294
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321065	332133	349691	432168	462774	482661	511004	600419	603217	648161	752629	799119	809123
321138	332158	349729	432299	462775	482748	524123	600441	604234	652970	752779	799198	809128
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852738	856505	901318	906805	917190	918453	922310	926917	928282	934213	958835	972309	997299
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## Philately

### STAMP ANNOUNCEMENT 98-30

#### Bright Eyes Commemorative Stamp

The Postal Service will issue a 32-cent Bright Eyes commemorative Stamp, in a pane of 20 (five designs) (Item 4437) stamps on August 20, 1998, in Boston, MA. The stamps, designed by Carl Hermann, Laguna Niguel, CA, and illustrated by Bill Mayer, Decatur, GA, go on sale nationwide August 21, 1998.

#### 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 office, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

BRIGHT EYES COMMEMORATIVE STAMPS  
POSTMASTER  
25 DORCHESTER AVE  
BOSTON MA 02205-9991

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 September 21, 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  
DEPT 6270  
US POSTAL SERVICE  
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 stamp's issuance.

#### Distribution

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



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<b>Issue:</b>	Bright Eyes Commemorative Stamp
<b>Denomination &amp; Type of Issue:</b>	32-cent, commemorative
<b>Format:</b>	Pane of 20 (five designs), self-adhesive
<b>Series:</b>	N/A
<b>Issue Date &amp; City:</b>	August 20, 1998, Boston, MA
<b>Illustrator:</b>	Bill Mayer, Decatur, GA
<b>Designer:</b>	Carl Hermann, Laguna Niguel, CA
<b>Engraver:</b>	N/A
<b>Art Director:</b>	Carl Hermann, Laguna Niguel, CA
<b>Typographer:</b>	John Boyd, New York, NY
<b>Manufacturing Process:</b>	Gravure
<b>Printer:</b>	Banknote Corporation of America (BCA)
<b>Printed at:</b>	Browns Summit, NC
<b>Stamps Per Pane/Sheet:</b>	20
<b>Print Quantity:</b>	180 million stamps
<b>Paper Type:</b>	Pre-phosphored Type II
<b>Gum Type:</b>	Self-adhesive
<b>Processed at:</b>	BCA, Browns Summit, NC
<b>Image Area:</b>	1.410 x 0.840 in./35.8 x 21.3 mm
<b>Overall Size:</b>	1.56 x .990 in./39.6 x 25.1 mm
<b>Full Pane Size:</b>	7.24 x 6.45 in./183.9 x 163.8 mm
<b>Marginal Markings:</b>	"© USPS 1997" • Price • Text
<b>Catalog Item Number:</b>	443740 Pane of 20 — \$6.40 443720 Strip of — \$1.60 443763 First Day Cover (Set of 5) — \$.53
<b>Sale Date:</b>	August 20, 1998
<b>Nationwide Sale Date:</b>	August 21, 1998

## Initial Supply For Post Offices

SDOs and SDNs will make a subsequent automatic distribution to post offices for two half standard automatic 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 August 13, 1998.

## Additional Supply

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

For filling supplemental orders, all APDs and SDNs will receive 4,560,000 stamps, except for the Memphis, TN, APD which will receive 4,520,000 stamps.

SDOs and SDNs That Serve This Many Philatelic Windows	Will Receive This Quantity of the <i>Bright Eyes</i> Commemorative Stamp, Item 4437
1	18,000
2	36,000
3	54,000
4	72,000
6	120,000
12	240,000
20	360,000

## Sales Policy

All post offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists or until the stamp is officially withdrawn from sale, generally 1 year from date of issue. If supplies run low, post offices must reorder additional quantities using their normal ordering procedures.

—Stamp Services, Marketing, 7-30-98

## STAMP ANNOUNCEMENT 98-31

## Klondike Gold Rush Commemorative Stamp



## Copyright USPS 1998

The Postal Service will issue a 32-cent Klondike Gold Rush Commemorative Stamp, pane of 20 gummed stamps (Item 4458) on August 21, 1998, in Nome and Skagway, AK. The stamps, designed by Howard Paine of Delaplane, VA, and illustrated by John Berkey of Excelsior, MN, go on sale nationwide August 22, 1998, at authorized Philatelic Centers and through Stamp Fulfillment Services.

## 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 office, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

KLONDIKE GOLD RUSH COMMEMORATIVE STAMP  
POSTMASTER  
240 EAST FRONT ST  
NOME AK 99762-9991

and/or

KLONDIKE GOLD RUSH COMMEMORATIVE STAMP  
POSTMASTER  
641 BROADWAY  
SKAGWAY AK 99840-9991

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 September 21, 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

<b>Issue:</b>	Klondike Gold Rush Commemorative Stamp
<b>Denomination &amp; Type of Issue:</b>	32-cent, commemorative
<b>Format:</b>	Water-activated pane of 20 (one design)
<b>Series:</b>	N/A
<b>Issue Date &amp; City:</b>	August 21, 1998, Nome, Skagway, AK
<b>Illustrator:</b>	John Berkey, Excelsior, MN
<b>Designer:</b>	Howard Paine, Delaplane, VA
<b>Engraver:</b>	N/A
<b>Art Director:</b>	Howard Paine, Delaplane, VA
<b>Typographer:</b>	Tom Mann, Vancouver, WA
<b>Modeler:</b>	Joseph Sheeran
<b>Manufacturing Process:</b>	Offset
<b>Printer:</b>	Ashton Potter (USA) Ltd. (APU)
<b>Printed at:</b>	Sterling Sommer, Tonawanda, NY
<b>Press Type:</b>	Aklyama 628
<b>Stamps Per Pane/Sheet:</b>	20
<b>Print Quantity:</b>	28 million stamps
<b>Paper Type:</b>	Pre-phosphored Type I
<b>Gum Type:</b>	Water-activated
<b>Processed at:</b>	APU, Williamsville, NY
<b>Colors (PMS Colors):</b>	Black, Cyan, Magenta, Yellow, PMS-652 (Blue)
<b>Image Area:</b>	1.41 x 0.840 in./35.80 x 21.30 mm
<b>Overall Size:</b>	1.56 x 0.991 in./39.63 x 25.15 mm
<b>Full Pane Size:</b>	7.80 x 5.940 in./197.97 x 150.87 mm
<b>Plate Size:</b>	180 stamps per revolution
<b>Plate Numbers:</b>	"P" followed by five (5) single digits
<b>Marginal Markings:</b>	"© USPS 1997" • Plate Numbers • Price • Text
<b>Catalog Item Number:</b>	445840 Pane of 20 — \$6.40 445861 First Day Cover — \$.53
<b>Sale Date:</b>	August 21, 1998
<b>Nationwide Sale Date:</b>	August 22, 1998

catalog by writing to:

INFORMATION FULFILLMENT  
DEPT 6270  
US POSTAL SERVICE  
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 stamp's issuance.

## Distribution

The Klondike Gold Rush commemorative stamp is to be sold *only* at post offices within Alaska through Stamp Fulfillment Services (SFS), and through authorized Philatelic Centers nationwide. Distribution of the stamp will correspond with this sales policy.

Only the Anchorage, AK, Stamp Distribution Office (SDO) will receive an automatic distribution of this gummed, 20-stamp pane issue for subsequent distribution to post offices.

## Initial Supply For Post Offices in Alaska

The Minneapolis Information Service Center (MISC) *will not* use Form 3309, *Advice of Shipment/Stamp Invoice*, to automatically distribute this commemorative stamp to post offices in Alaska. To obtain an initial supply of the stamp, all post offices in Alaska must immediately submit a separate Form 17, *Stamp Requisition*, to the Anchorage SDO. SDOs must not distribute stamps to post offices or philatelic centers before August 12, 1998.

## Additional Supply

Post offices in Alaska requiring additional stamps may requisition them from the Anchorage SDO using a Form 17. The San Francisco accountable paper depository (APD) will receive 2,800,000 additional stamps for filling supplemental orders from the Anchorage SDO.

## Philatelic Requirement

Although sale of the stamp is restricted to post offices within Alaska, authorized Philatelic Centers nationwide will receive this stamp for philatelic sale.

SDOs and SDNs with authorized Philatelic Centers will receive an automatic distribution of these stamps in nine positions for subsequent distribution to each philatelic window. Any SDO or SDN needing additional quantities of the stamp for distribution to their philatelic centers *only*, may requisition them from the San Francisco APD.

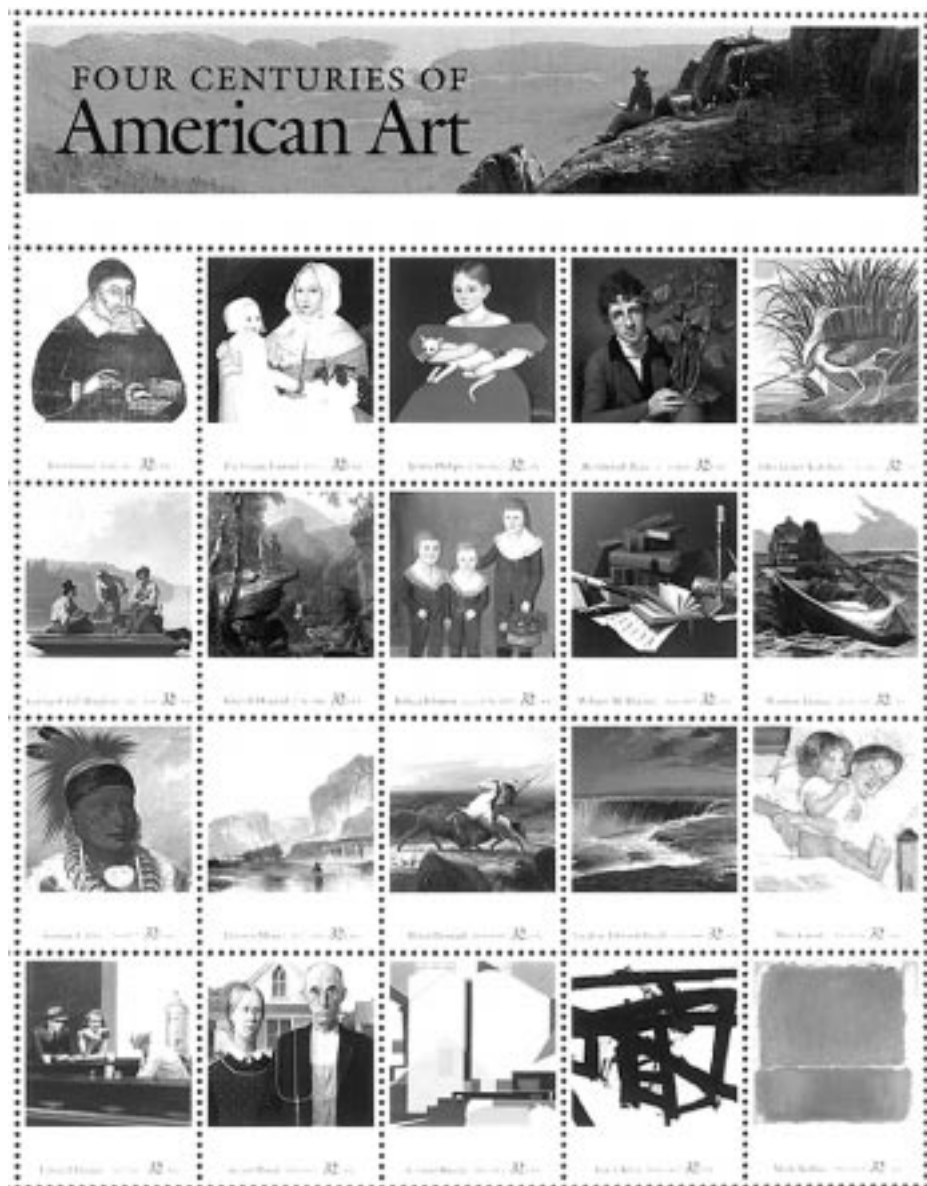
SDOs and SDNs That Serve This Many Philatelic Windows	Will Receive This Quantity of the <i>Klondike Gold Rush</i> Commemorative Stamp, Item 4458
1	18,000
2	36,000
3	54,000
4	72,000
5 to 6	108,000
7 to 12	216,000
13 to 20	360,000

## Sales Policy

All post offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists or until the stamp is officially withdrawn from sale, generally 1 year from date of issue. If supplies run low, post offices must reorder additional quantities using their normal ordering procedures.

—Stamp Services, Marketing, 7-30-98

## STAMP ANNOUNCEMENT 98-32

**Four Centuries of American Art Commemorative Stamp**

Copyright USPS 1998

The Postal Service will issue a Four Centuries of American Art Commemorative Stamp, in a pane of 20 designs (Item 5573) with a header on August 27, 1998, in Santa Clara, CA. The stamps, designed by Howard Paine of Delaplane, VA, go on sale nationwide August 28, 1998.

**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 office, affix the stamps to envelopes of their

choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

FOUR CENTURIES OF AMERICAN ART COMMEMORATIVE  
STAMPS  
POSTMASTER  
1200 FRANKLIN MALL  
SANTA CLARA CA 95050-9998

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 September 28, 1998.

<b>Issue:</b>	Four Centuries of American Art Commemorative Stamp
<b>Denomination &amp; Type of Issue:</b>	32-cent, commemorative
<b>Format:</b>	Pane of 20 (20 designs), water-activated
<b>Series:</b>	Classic Collection
<b>Issue Date &amp; City:</b>	August 27, 1998, Santa Clara, CA
<b>Illustrator:</b>	Howard Paine, Delaplane, VA
<b>Designer:</b>	Howard Paine, Delaplane, VA
<b>Engraver:</b>	Arnotek
<b>Art Director:</b>	Howard Paine, Delaplane, VA
<b>Typographer:</b>	Tom Mann, Vancouver, WA
<b>Modeler:</b>	Donald Woo
<b>Manufacturing Process:</b>	Gravure
<b>Printer:</b>	Sennett Security Products (SSP)
<b>Printed at:</b>	American Packaging Corporation, Columbus, WI
<b>Press Type:</b>	Cerutti 1942
<b>Stamps Per Pane/Sheet:</b>	20
<b>Print Quantity:</b>	80 million stamps
<b>Paper Type:</b>	Type III Phosphor tagged
<b>Gum Type:</b>	Water-activated adhesive
<b>Processed at:</b>	Unique Binders, Fredericksburg, VA
<b>Colors (PMS Colors):</b>	Magenta, Yellow, Cyan, Black, Black
<b>Image Area:</b>	1.10 x 1.42 in./27.97 x 36.07 mm
<b>Overall Size:</b>	1.24 x 1.56 in./31.49 x 39.62 mm
<b>Full Pane Size:</b>	7.80 x 7.44 in./198.12 x 188.98 mm
<b>Plate Size:</b>	120 stamps per revolution
<b>Plate Numbers:</b>	"S" followed by five (5) single digits
<b>Marginal Markings:</b>	"© USPS 1997" • Price • Position Diagram • Plate Numbers
<b>Catalog Item Number:</b>	557340 Pane of 20 — \$6.40 557362 First Day Cover (Full Pane) — \$8.40 557384 Uncut Press Sheet — \$38.40 557382 Matted Pane — \$16.95 557388 Prints — \$19.95 557389 Framed Collectible — \$125.00 557372 Classic Collection Book — \$75.00
<b>Sale Date:</b>	August 27, 1998
<b>Nationwide Sale Date:</b>	August 28, 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  
DEPT 6270  
US POSTAL SERVICE  
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 stamp's issuance.

### Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive approximately one-half of their standard automatic distribution for a 20-stamps-per-pane-issue. Distributions are rounded to the nearest master carton size (2,500 stamps).

### Initial Supply For Post Offices

SDOs and SDNs will make a subsequent automatic distribution to post offices for one-half of their standard automatic distribution quantities using Form 3309, *Advice of Shipment/Stamp Invoice*, and Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before August 20, 1998.

The advice of shipment will state the quantity of panes shipped, not the number of stamps shipped. When ordering additional stock, quantities must be designated in panes.

### Additional Supply

Accountable paper depositories (APDs) will not receive stamps for filling supplemental orders. Post offices requiring additional stamps must requisition them from their designated SDO or SDN on a separate Form 17, *Stamp Requisition*.

### Philatelic Requirement

SDOs and SDNs with authorized philatelic centers will receive an automatic distribution of these stamps in nine positions for subsequent distribution to each philatelic window.

SDOs and SDNs That Serve This Many Philatelic Windows	Will Receive This Quantity of the <i>Four Centuries of American Art</i> Commemorative Stamp, Item 5573
1	12,000
2	24,000
3	24,000
4	36,000
6	200,000
12	400,000
20	600,000

**Additional Supply**

APDs will not receive stamps for filling supplemental orders. Post offices requiring additional stamps must requisition them from their designated SDO or SDN on a separate Form 17.

**Sales Policy**

All post offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists or until the stamp is officially withdrawn from sale, generally 1 year from date of issue. If supplies run low, post offices must reorder additional quantities using their normal ordering procedures.

—*Stamp Services, Marketing, 7-30-98*



# Pictorial Cancellations Announcement 98-15

As a community service, the Postal Service offers pictorial cancellations to commemorate local events celebrated in communities throughout the nation. A list of 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.

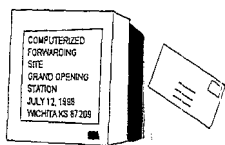
People attending these local events may obtain the cancellation in person at the temporary post office station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated, 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

submitted 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.



July 12, 1998

COMPUTERIZED FORWARDING SITE  
GRAND OPENING STATION  
POSTMASTER  
320 W SECOND ST  
WITCHITA KS 67202-9998



July 18, 1998

THE HARTLAND FOLK FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
HARTLAND CT 06027-9998



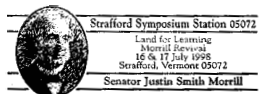
July 16, 1998

GOSPEL SINGERS STATION  
POSTMASTER  
3000 HOMEWOOD AVE  
BALTIMORE MD 21218-9998



July 18 & 19, 1998

CELEBRATE THE CENTURY STATION  
POSTMASTER  
1111 E FIFTH ST  
DAYTON OH 45401-9998



July 16 & 17, 1998

STRAFFORD SYMPOSIUM STATION  
POSTMASTER  
MAIN STREET  
STRAFFORD VT 05072-9998



July 18 & 19, 1998

LEWIS & CLARK HISTORIC  
FESTIVAL & RENDEZVOUS STATION  
POSTMASTER  
108 N SANBORN  
CHAMBERLAIN SD 57325-9998



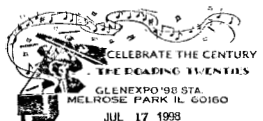
July 17, 1998

FUTURES STATION  
POSTMASTER  
29 JAY ST  
SCHENECTADY NY 12305-9998



July 18 & 19, 1998

Smithsburg Historical Society  
HERITAGE ROOM STATION  
POSTMASTER  
43 GROVE LN  
SMITHSBURG MD 21783-9998



July 17-19, 1998

GLENEXPO '98  
POSTMASTER  
MELROSE PARK POST OFFICE  
MELROSE PARK IL 60160-9998



July 20, 1998

CELEBRATE THE CENTURY STATION  
POSTMASTER  
33118 ST RT 715  
WALHONDING OH 43843-9998



AMERICAN POSTAL WORKERS UNION AFL-CIO  
14TH BIENNIAL CONVENTION STATION  
DETROIT MI 48226 JULY 24, 1998

July 20-24, 1998

American Postal Workers Union and the  
USPS

AMERICAN POSTAL WORKERS UNION  
AFL-CIO 14TH BIENNIAL CONVENTION  
STATION  
POSTMASTER  
1760 VERMONT STREET  
DETROIT MI 48226-9998

CENTRAL MAINE  
EGG FESTIVAL STATION  
PITTSFIELD, MAINE 04967  
JULY 25, 1998



July 25, 1998

CENTRAL MAINE EGG FESTIVAL STATION  
POSTMASTER  
21 CENTRAL ST  
PITTSFIELD ME 04967-9998



*Alexander Calder*  
1898-1998

July 22, 1998

ROXBURY CT STATION  
POSTMASTER  
26 NORTH ST  
ROXBURY CT 06783-9998



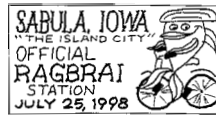
July 25, 1998

THE GREAT BOAT STATION  
POSTMASTER  
PO BOX 9998  
WESTPORT CT 06880-9998



July 23, 1998

Lumberton Historical Society  
SESQUICENTENNIAL STATION  
POSTMASTER  
702 MAIN ST  
LUMBERTON NJ 08048-9998



July 25, 1998

OFFICIAL RAGBRAI STATION  
POSTMASTER  
411 BROAD ST  
SABULA IA 52070-9998



July 24, 1998

CELEBRATE THE CENTURY STATION  
POSTMASTER  
12 E OTTAWA ST  
RICHWOOD OH 43344-9998



July 25, 1998

Finnish-American Folk Festival  
FINNISH-AMERICAN FOLK FESTIVAL  
STATION  
POSTMASTER  
PO BOX 10  
NASELLE WA 98638-9998



July 24-26, 1998

HOT AIR STATION  
POSTMASTER  
114 READINGTON RD  
READINGTON NJ 08870-9998



July 25, 1998

BLUEBERRY FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
IRON RIVER WI 54847-9998



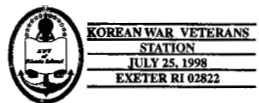
July 24-26, 1998

GERMAN FEST STATION  
POSTMASTER  
PO BOX 9998  
MILWAUKEE WI 53203-9998



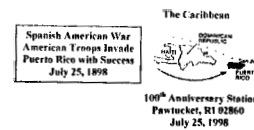
July 25, 1998

SPANISH AMERICAN WAR CENTENNIAL  
STATION  
POSTMASTER  
59 N FIFTH ST  
READING PA 19602-9998



July 25, 1998

KOREAN WAR VETERANS STATION  
POSTMASTER  
260 SOUTH COUNTY TRAIL  
EXETER RI 02822-9998



July 25, 1998

100TH ANNIVERSARY STATION  
POSTMASTER  
40 MONTGOMERY ST  
PAWTUCKET RI 02860-9998



July 25, 1998

PONY EXPRESS RUN STATION  
POSTMASTER  
PO BOX 9998  
MARSHALL ND 58644-9998



July 25, 1998

CZECH FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
WILSON KS 67490-9998



July 25, 1998

CHAMBER OF COMMERCE STATION  
POSTMASTER  
PO BOX 9998  
BARABOO WI 53913-9998



July 25, 1998

150TH ANNIVERSARY STATION  
POSTMASTER  
NEW YORK STATION RTE 9  
NORTH HUDSON NY 12855-9998

## 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
Only You Can Prevent Forest Fires	April 1–Oct. 31
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, 7-30-98

## *Post Offices*

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### **Post Office Changes Number 98-13**

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	51-1812	24073	VA	Christiansburg	Montgomery	Main Office	Post Office	9/2/97	Change ZIP Code for post office boxes. Use Christiansburg VA 24068 as last line for address for post office boxes previously in ZIP Code 24073.
New	51-1812	24068	VA	Christiansburg	Montgomery	Main Office	Post Office	9/2/97	

—Address Management, Operations Support, 7-30-98

## *Postal Employees*

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### *CORRECTION*

#### **Ordering Copies of the *Employee's Guide to Understanding Sexual Harassment***

*Postal Bulletin* 21976 (7-16-98) contained an incorrect PSN for ordering copies of the *Employee's Guide to Understanding Sexual Harassment*. Please use the following PSN when ordering copies:

7610-04-000-5098.

—*Diversity Programs, Diversity Development, 7-30-98*

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NOTICE TO ALL EMPLOYEES

# THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns

Released July 10, 1998

MONTHS	C	F	G
1989 JAN.-DEC. %	31.03	13.89*	8.81
1990	-3.15	8.00*	8.90
1991	30.77	15.75	8.15
1992	7.70	7.20	7.23
1993	10.13	9.52	6.14
1994	1.33	-2.96	7.22
1995	37.41	18.31	7.03
1996	22.85	3.66	6.76
1997	33.17	9.60	6.77
<b>1997</b>			
JULY	7.94	2.69	.57
AUGUST	-5.59	-.86	.53
SEPTEMBER	5.46	1.48	.54
OCTOBER	-3.38	1.45	.54
NOVEMBER	4.61	.46	.50
DECEMBER	1.71	1.01	.52
<b>1998</b>			
JANUARY	1.12	1.28	.51
FEBRUARY	7.20	-.07	.44
MARCH	5.11	.34	.50
APRIL	1.00	.52	.49
MAY	-1.72	.95	.51
JUNE	4.05	.85	.48
<b>LAST 12 MONTHS</b>	<b>30.01</b>	<b>10.51</b>	<b>6.30</b>

\*Through 1990 the F Fund was invested in the Wells Fargo Bond Index Fund.

The C Fund is invested in the Barclays Equity Index Fund, which tracks the S&P 500 stock index. The F Fund is invested in the Barclays U.S. Debt Index Fund, which tracks the Lehman Brothers Aggregate Bond index. Because of expenses and changing balances in the C and F Funds, their returns vary from Barclays' returns. The G Fund is invested in special issues of U.S. Treasury securities.

Future performance of the three funds will vary and may differ significantly from the returns shown above. See the "Summary of the Thrift Savings Plan" for detailed information about the funds and their investment risks.

The monthly C, F, and G Fund returns represent net earnings after deduction of accrued administrative expenses. The C and F Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The C, F, and G Fund monthly returns are dollar-weighted: they reflect net earnings on the changing balances invested during the month. The C, F, and G Fund returns for the last 12 months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and that earnings are compounded on a monthly basis.

Federal Retirement Thrift Investment Board



Please post on bulletin boards.  
Destroy all previous notices.

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# ANNOUNCING

1998

U.S. Postal Service

NATIONAL

AWARDS PROGRAM

for DIVERSITY ACHIEVEMENT

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# Retail

## PHONECARD RATES

### FIRSTCLASS PHONECARD™ International Calling Rates

Listed below are FIRSTCLASS PHONECARD rates for calls placed from the U.S. to other countries (outbound) and from other countries to the U.S. (inbound). Please retain this information and make it available to retail personnel who may receive questions from customers.

#### Outbound Rates (From the U.S. to the following countries)

Country/Area	Units Per Minute (Unit = 1 domestic minute of talk time)
48 Continental States	1
Hawaii	1
Alaska	1
Canada	1
Anguilla	5
Antigua & Barbuda	5
Bahamas	3
Barbados	6
Bermuda	3
British Virgin Islands	4
Cayman Islands	4
CNMI Commonwealth of the Northern Mariana Is.	5
Dominica	5
Dominican Republic	4
Grenada	6
Guam	2
Jamaica	6
Montserrat	6
Puerto Rico	1
St. Kitts & Nevis	6
St. Lucia	6
St. Vincent—permissive period TBD when country code changes	6
Trinidad & Tobago	6
Turks & Caicos	6
US Virgin Islands	1
Afghanistan	10
Albania	4
Algeria	4
American Samoa	5
Andorra	3
Angola	5
Argentina	5
Armania	7
Aruba	4
Ascension	8

Country/Area	Units Per Minute (Unit = 1 domestic minute of talk time)
Cook Islands	10
Costa Rica	5
Croatia	4
Cuba	6
Cyprus	4
Czech Republic	3
Denmark	2
Diego Garcia	7
Djibouti	8
Ecuador	6
Egypt	7
El Salvador	5
Equatorial Guinea	10
Eritrea	10
Estonia	4
Ethiopia	9
Falkland Islands	7
Faroe Islands	3
Fiji	8
Finland	2
France	2
French Polynesia	7
Gabonese Republic	8
Gambia	6
Georgia	7
Germany	2
Ghana	6
Gibraltar	4
Greece	4
Greenland	5
Guadeloupe	5
Guam	2
Guatemala	5
Guiana, French	5
Guinea	7
Guinea-Bissau	9
Guyana	8
Haiti	6
Honduras	6
Hong Kong	3
Hungary	3
Iceland	3
India	7
Indonesia	7

Country/Area	Units Per Minute (Unit = 1 domestic minute of talk time)
INMARSAT Atlantic Ocean East	55
INMARSAT Atlantic Ocean West	55
INMARSAT Indian	55
INMARSAT Pacific	55
Iran	8
Iraq	9
Ireland	2
Israel	4
Italy	3
Ivory Coast	10
Japan	3
Jordan	7
Kenya	5
Kiribiti	9
Korea, North	7
Korea, South	5
Kuwait	8
Laos	9
Latvia	4
Lebanon	7
Lesotho	6
Liberia	6
Libya	4
Lithuania	5
Luxembourg	2
Macao	5
Macedonia	4
Madagascar	8
Malawi	5
Malaysia	4
Maldives	7
Mali	8
Malta	3
Marshall Islands	5
Martinique & French Antilles	5
Mauritania	7
Mauritania	7
Mexico1	2
Mexico 2	2
Mexico 3	2
Mexico 4	2
Mexico 5	2
Mexico 6	2
Mexico 7	2
Mexico 8	2
Micronesia	8
Moldova	6
Monaco	3
Mongolia	10
Morocco	5
Mozambique	7
Myanmar/Burma	10

Country/Area	Units Per Minute (Unit = 1 domestic minute of talk time)
Namibia	6
Nauru	9
Nepal	9
Netherland Antilles	4
Netherlands	2
New Caledonia	8
New Zealand	2
Nicaragua	6
Niger Republic	8
Nigeria	7
Niue Island	9
Norway	2
Oman	8
Pakistan	10
Palau	9
Panama	6
Papua New Guinea	5
Paraguay	7
Peru	7
Phillipines	6
Poland	4
St. Pierre & Miquelon	4
Sudan	6
Suriname	9
Swaziland	5
Sweden	2
Switzerland & Liechtenstein	2
Syria	8
Taiwan	5
Tanzania	6
Thailand	6
Togolese Republic	8
Tokelan	4
Tonga	9
Trinidad & Tobago	6
Tunisia	5
Turkey	4
Turkmenistan	8
Tuvalu	8
Uganda	6
Ukraine	5
United Arab Emirates	6
United Kingdom	2
Uruguay	7
Vanuata	8
Vatican City	3
Venezuela	4
Vietnam	5
Walls & Futuna Islands	5
Western Samoa	8
Yemen (People's Dem. Rep. Of)	9
Yemen Arab Republic	8

Country/Area	Units Per Minute (Unit = 1 domestic minute of talk time)
Yugoslavia	4
Zaire	6
Zambia	7
Zimbabwe	6

### Inbound Rates (From the following countries to the U.S.)

Country	Units Per Minute
Antigua	6
Australia	6
Bahamas	6
Barbados	8
Belgium	6
Bermuda	6
Brazil	6
Chile	6
Columbia	7
Cyprus	8
Denmark	6
Dominican Republic	6
Finland	7
France	5
Germany	5
Greece	7
Guam	7
Hong Kong	8
Hungary	7

Country	Units Per Minute
Iceland	6
Indonesia	9
Ireland	6
Israel	7
Italy	6
Japan	8
Korea	8
Luxembourg	7
Malaysia	6
Netherlands	5
Neth Antilles	6
New Zealand	9
Nicaragua	8
Norway	6
Panama	6
Philippines	6
Portugal	6
Singapore	8
South Africa	10
Spain	6
Sweden	5
Switzerland	7
Taiwan	6
Thailand	8
Trinidad/Tobago	6
Turkey	5
United Kingdom	5
Uruguay	7
Venezuela	6

—Non-Traditional Consumers, Marketing, 7-30-98

### METER SEAL INTRODUCED

## Postage Meter Seal

The Postal Service is introducing a new postage meter seal to replace the traditional lead seals. This action has been prompted by a need for increased security as well as for environmental reasons. The new seal is made of tamper-resistant polycarbonate material. It is clear in color to show signs of tampering and is ergonomically user-friendly since no crimping tool is required for closure. Any clerk with average hand strength should be able to properly close the seal. Instructions for closure and inspection are reflected in the exhibit on page 62.

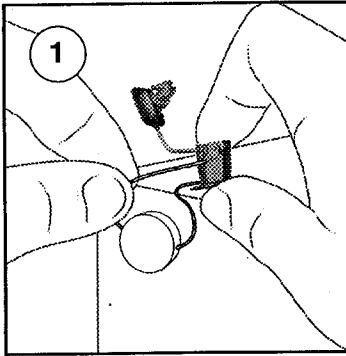
Each individual seal includes the USPS logo and a unique 6-digit number that will be recorded by postal clerks at the time of setting and examination. At the present time, USPS internal systems are not yet configured to accept the unique seal numbers; therefore, there are no requirements for clerks to record such information at present. When the

systems have been properly updated, an appropriate notice will be printed in the *Postal Bulletin*.

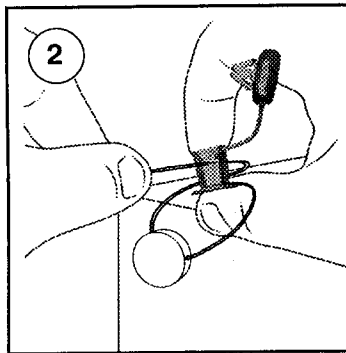
Post offices should use up existing supplies of the lead seal until December 31, 1998. Instructions on how to dispose of lead seals on hand after that date will be contained in a future *Postal Bulletin*. The new polycarbonate seal should be ordered from the USPS Material Distribution Centers in Topeka, KS, and South River, NJ, referencing item number O817PM. Seals will be shipped in bags containing 100 seals each.

On occasion, a bag may be received containing a note from the manufacturer stating that a few of the seals in the bag were closed as part of the quality control process during manufacturing. Since these seals are unusable, they should be discarded when received.

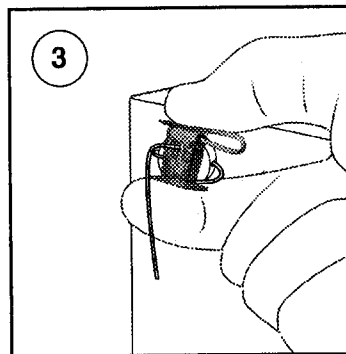
—Metering Technology Management, Retail, 7-30-98

*Instructions for installing the Quickseal*

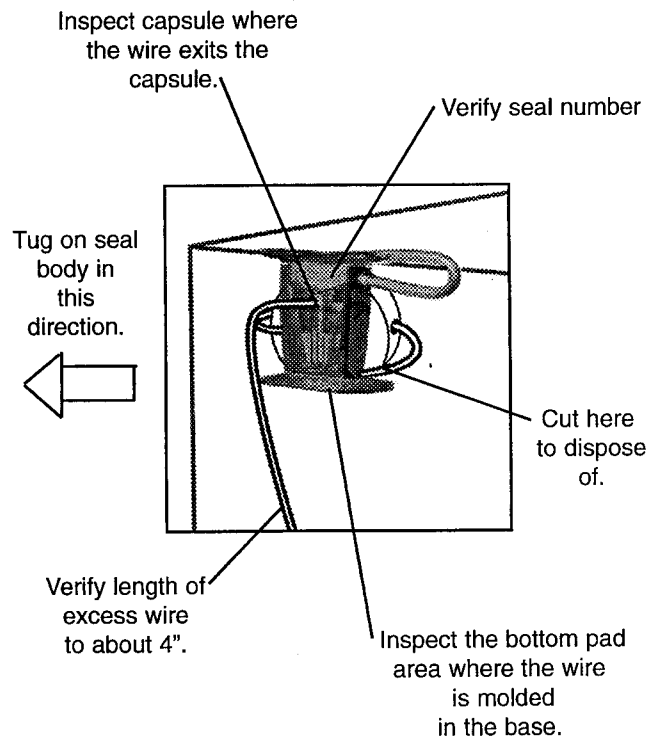
Insert wire through opening in capsule.



Cinch seal as close to device as possible. Make sure serial number is clearly visible. Leave 1/4" of slack to allow the seal to close easily.



Push the anchor into the capsule using the thumb and forefinger until a small click is heard. Pull up on finger pad to ensure closure. Bend excess wire down, do not trim the wire

*Verification instructions for Quickseal*

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