

# POSTAGE POLICY

Title 74, Section 90.1 of the Oklahoma Statutes requires each agency which has expenditures for postage of \$2,000 or more for any one fiscal year to use a postage meter machine and have all purchases of postage recorded on that postage meter machine. The statute provides two exceptions in which an agency may purchase postage stamps. These exceptions are:

- A field office or branch office of a state agency, distantly located from the parent agency, and which has an annual expenditure for postage of less than \$2,000 can purchase postage stamps.
- An agency which is required to use a postage meter can request approval from the Office of State Finance to purchase not more than \$2,000 worth of postage stamps during any one fiscal year to more efficiently and effectively carry out certain programs or functions.

**Please note that there is no provision in the Oklahoma Statutes for the reimbursement of postage to an individual. Approval for postage (*stamps*) purchases must be obtained from Financial Services *in advance*, and checks for postage cannot be made to individuals.**

## APPLICATION

The exceptions which allow the purchase of \$2,000 in postage stamps provide a means for distant field offices to operate on a normal basis or the main campus to operate efficiently and effectively after normal operating hours, on weekends or holidays.

Due to the dollar amount allotted for main campus, a request for the advance purchase of postage stamps for main campus will be approved only if there is a proven need. Its use should be restricted to the essential needs of the department.

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**POSTAGE PROCEDURES**