



All Postal Installations

8-Cent Robinson Jeffers Commemorative Stamp

The 8-cent Robinson Jeffers commemorative stamp will be first placed on sale at Carmel, CA 93921, on August 13, 1973. This stamp is the second of four in the American Arts series to be issued in 1973.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE AUGUST 14, 1973.



Size: 1.44" by 1.105" image area (horizontal)

ISSUED IN SHEETS OF 40

Initial printing: 150 million
Designer: Mark English

To obtain first-day cancellations, collectors may submit requests to Postmaster, Carmel, CA 93921. See Postal Service Manual, section 257.2. Requests must be postmarked no later than August 13. Selected mint stamps will be available at the Philatelic Sales Unit, Washington, DC 20036, beginning August 14, 1973.

All classes of post offices will receive an initial supply of the stamps under the automatic distribution schedule.

First-class post offices requiring additional bulk quantities should immediately submit a separate requisition (Form 3356) to the Bureau of Engraving and Printing using item No. 484. As this stamp will be distributed in sheets of 40, orders shall be for quantities of 4,000, 8,000,

All Postmasters

ZIP Code Directory

Many customers who ordered 1973 editions of the National ZIP Code Directory were unaware the price had been reduced to \$7.50, and sent checks in the amount of \$10 per copy with their orders. The policy of the Superintendent of Documents in instances of overpayment is to credit the customer in the amount of overpayment against future purchases. This policy has been a source of annoyance to those customers and a basis for complaint to the Postal Service.

Wherever feasible, please remind prospective purchasers of the new price and also of our directory exchange policy.—Customer Development Department, 7-12-73.

12,000, 16,000, 20,000, 40,000, 60,000, 80,000, 100,000 and multiples of 100,000.

First-class post offices requiring less-than-bulk quantities in addition to the automatic distribution and all other post offices may submit a requisition (Form 17) to their designated sectional center facility on their next scheduled requisitioning date.

In conjunction with the issuance of the Robinson Jeffers stamp, the Postal Service will release a limited number of American Commemorative Series Stamp Panels. These panels, which measure 8½ by 11¼ inches, are printed on a heavy art paper suitable for framing or mounting in an album. The panels sell for \$2 each.

Any sectional center which wishes to make these panels available may requisition a supply on form 17, *Stamp Requisition*, from its accountable paper depository (in units of 10 panels or cartons of 100). Associate offices may requisition any required quantity from the SCF's designated to distribute accountable paper. The panels will be available on a first-come basis from all distributing offices.—Philatelic Affairs, 7-12-73.

All Post Offices

Policy on State and Local Sales Taxes

Authority

39 U.S. Code 101, 201, 401, 403, 404.

Scope

The U.S. Postal Service as a Federal agency is not required to collect and pay over to State or local authorities any State or local tax in connection with the sale of any postage or nonpostage items which the Postal Service is authorized to sell, or in connection with the provision of any services which the Postal Service is authorized to provide.

The uniform policy of the Postal Service is not to pay any such State or local tax. This policy will be included in a forthcoming revision to Handbook F-1, *Financial and Cost Controls*.—Finance Department, 7-12-73.

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All Postmasters and Personnel Processing Mail for Dispatch Abroad

All Post Offices

Foreign Orders

Notices of new Foreign False Representation and Lottery Orders will continue to be published in the POSTAL BULLETIN. These notices should be kept and used as reference.

A False Representation Order has been issued against:

GERMANY

AAA Telex Register and/or S. Vossberg, 2 Hamburg 13, Hallerstrasse 6

Do not dispatch any mail to the above. Any mail addressed to the above should be endorsed: Return to sender: Order issued against addressee for violation of False Representation Law.

Lottery Orders have been issued against:

BARBADOS (BRIDGETOWN)

- Grace Craig, P.O. Box 1225.
- Sam Duder, P.O. Box 1220.
- Leonard Earle, P.O. Box 1033.
- Miss Thelma Ford, P.O. Box 2434.
- Oscar Haynes, P.O. Box 3089.
- Betty Hoyte, P.O. Box 5039.
- Miss Donna Hurley, P.O. Box 1290.
- Miss Cecile Johns, P.O. Box 2397.
- Eunice Kirton, P.O. Box.
- Carlos Martin, P.O. Box 1412.
- Mr. John Paradis, P.O. Box 2394.
- Eunice Kirton, Upright St., Workmans, St. George.

CANADA

- A. S. Kachkowski, Mohyla Institute, 1240 Temperance St., Saskatoon, Sask.
- Mohyla Institute, 1240 Temperance St., Saskatoon, Sask.

IRELAND

Eileen Veale, 66 Grove Park, Rathmines, Dublin.

Do not dispatch any mail to the above. Any mail addressed to the above should be endorsed: Lottery mail, and should be Returned to Sender.

If any such mail bears no return address, treat it as undeliverable and dispose of it in accordance with 159.4, PSM. This notice may be posed at the outgoing primary. *It must be posted on the Foreign Order board at all sectional center Facilities.—Judicial Officer, 7-12-73.*

All Post Offices

Rental of Lockboxes to Physically Handicapped

Many physically handicapped people require or desire the use of a lockbox to receive their mail. Some of them are confined to wheelchairs or are otherwise incapacitated to the extent that they cannot reach the upper rows of lockboxes. In order to properly serve these customers, it is requested that postmasters make every effort to insure that boxes rented to them are within their reach.—Customer Development Department, 7-12-73.

Closure of Vacant Lockboxes

If vacant or unrented lockboxes are not blocked it is possible for mail to be inadvertently placed in them. Mail placed in such a box may stay there unnoticed for a long period of time. In order to prevent this from happening and to provide swift and accurate delivery of mail to lockboxes, all vacant lockboxes should be blocked or closed.

Box closures are shown as item 053A, B, or C in Publication 24, Supply Catalog. These items are available from area supply centers and may be ordered on Form 7380, Requisition for Supplies, during regular requisitioning cycles.—Customer Development Department, 7-12-73.

All Post Offices

Supporting Documents

Effective with A/P 1, FY 74, supporting documents for the following accounts will be retained at the post office which submits the statement of account:

- 40680—Refund of Postage and Fees
- 52512—Carfare—Other than Carrier Owned Vehicles
- 52513—Tolls and Ferriage
- 52937—Fees for Service
- 55428—Postal and Building Supplies and Services
- 55458—Precanceling of Stamps
- 98411—Non-motor vehicle accidents—on Government-owned premises
- 98412—Non-motor vehicle accidents—on leased premises
- 98413—Other non-motor vehicle accidents
- 98414—Motor vehicle accidents—commercially hired vehicles
- 98415—Motor vehicle accidents—vehicles hired from postal employees
- 98418—Motor vehicle accidents—rural carrier vehicles
- 98419—Motor vehicle operation—Government-owned vehicles

Finance examination procedures will be expanded to include the verification of supporting documents to the total claimed on the statement of account. Section 275, Fiscal Handbook F-1, will be amended to reflect this change.—Finance Department, 7-12-73.

All FEDSTRIP Requisitioners

FEDSTRIP Procurements

Certification of FEDSTRIP Obligation, Form 2618, has been revised. Both area supply centers have the new form on hand. The revised Form 2618 should be used beginning with A/P 1, FY '74.—Finance Department, 7-12-73.

SUPPL. ADDRESS				REVISION				CAG				STATE				FINANCE NO.			
U.S. POSTAL SERVICE																PS Form 2618			
CERTIFICATION OF FEDSTRIP OBLIGATIONS																Nov 1973			
FUNCTIONAL ACTIVITY CODE																			
OPERATIONS				C				E				M				S			
CAP EQUIP				11-71				122-281				136-421				150-561			
SUPPL & SVCS				18-141				129-351				143-491				157-631			
DISPOSITION				115-211				129-351				143-491				157-631			
THIS REPORT COVERS				SIGNATURE OF AUTHORIZED OFFICIAL				DATE											
ACCOUNTING PERIOD				FISCAL YEAR															

All Offices Having Street Letter Collection Boxes

Collection Schedules

New stock of Labels 55 and 55-A are now available at the supply centers. Two significant improvements have been made, which are: (1) The adhesive quality has been upgraded; and (2) Instructions for proper application to box surface provided. Strict compliance to the instructions cannot be overemphasized. Regardless how adhesive a label is, it cannot be expected to adhere for a long period unless the surface has been properly prepared. To achieve maximum durability, these labels must be oversprayed with a good quality clear plastic enamel spray after application with a heavier coating applied over the edges.

The marking device (typewriter, felt-tipped marker, speech-typewriter, ballpoint pen, india ink, etc.) used for entering the collection schedule may appear to be satisfactory but unprotected exposure to the sunlight and

other elements will hasten premature fading. When collection schedule changes are made, determine first if the label(s) on the box can be changed without being replaced. Do not replace if, (a) the label is in good, clean condition, (b) adequate space permits legible addition of or printed change, and (c) the label(s) were not oversprayed when initially applied to the box surface.

Installation heads are cautioned not to overorder these labels. Requisitions for Labels 55 and 55-A should not exceed the total amount of street collection boxes installed at the office(s) for which the labels are ordered, plus 5 percent for future, unscheduled installations and replacements. Overordering will result in premature stock exhaustion with some requisitions going unfilled.—*Delivery Services Department, 7-12-73.*

All Post Offices With 25 or More Employees

Workroom Posters

Workroom area posters are being sent out for the period from July 15 to September 15. The posters, 21 by 28 inches in size, are dated for display and should be taken down after the final display dates. The posters are being sent in quantities of 2, 5, 10, 25, 50, 100, and 200 to all offices with 25 or more employees. They can be displayed on walls and/or on bulletin boards, or any other place where they can be viewed by employees. The posters are:

Poster 58—*Broken Parcel, Broken Heart*, for display July 15-31.

Poster 66—*Every Customer Counts*, August 1-15.

Poster 67—*Service Sold Here*, August 16-31.

Poster 65—*Smiles Are Catching*, September 1-15.

These posters are intended to support Postal Service programs and policies. They will be effective only if they are properly displayed and posting dates are observed.—*Communications Department, 7-12-73.*

All Post Offices With Cleaning Services Contracts

Contract Dates

Offices employing cleaning services contracts (formerly job cleaner contracts) are advised that the beginning and termination dates of such contracts do not need to coincide with the beginning and termination dates of the fiscal year. In addition, section 22-708, *Postal Contracting Manual*, permits duration of such contracts for periods of up to 2 years and suggests that contract anniversary dates be staggered over the entire year to more evenly balance the workload of the postal data center.

Affected offices are requested to review section 22-708, *Postal Contracting Manual*, and, wherever possible, to arrange for cleaning services contracts to expire on dates other than the end of the fiscal year. Expiration dates should, however, coincide with the end of an accounting period.—*Mail Processing Group, 7-12-73.*

All Requisitioning Offices

Supplies and Equipment

Postal activities ordering supplies or equipment from supply centers must show their assigned FEDSTRIP address code number and finance number on all requisitioning documents, including letters or memoranda. Offices not having a FEDSTRIP address code must apply to their regional procurement branch manager for the assignment of a FEDSTRIP address code number.

The proper form must be used when requisitioning from supply centers. They are as follows:

PS form	Used for
7373 or 7339	Equipment items.
7380	Supplies.
4750	Supplies (when instructed).
4638	Postmarking dies and die hubs.
1567	Rubber or steel postmarking and miscellaneous stamps.

All current editions of these requisitioning forms provide a block for FEDSTRIP and finance numbers. Any activities that must use earlier editions which do not have a block provided for FEDSTRIP or finance numbers must show these numbers within the address block of the form being used.—*Administration Department, 7-12-73.*

GET WITH THE
MILLIONS OF
AMERICANS WHO
HAVE FOUND U.S.
SAVINGS BONDS
A SOLID BASE FOR
THE FUTURE OF
THEIR FAMILIES

*All Post Offices***Money Order System Changes****Retention of Print-Punch Machines**

All post offices will need one or more print-punch machines for use in punching the amounts into Forms 893, *Money Order Amount Verification*, received from the Money Order Branch, Washington, DC. Post offices issuing international money orders have retained print-punch machines for such issuance. They can use the same machines for punching Forms 893. Other offices will retain or request from the SCF the number of machines necessary to punch Forms 893. The SCF will be advised of the machines retained. Instructions will be issued later on disposal of these machines.

Disposition of Excess Validation Plates

Post offices with validation plates in excess of their needs due to over-supply, discontinuance, or consolidation, etc., will destroy such plates locally. The plates will be mutilated by cutting or any other means which will assure they are no longer useable. Submit by memorandum a certification in the following format to the Money Order Division, Postal Data Center, Box 14975, St. Louis, MO 63180

I certify that validation plate(s) numbered----- were destroyed-----
(Date)

(Signature)

Postmaster.

—Finance Department, 7-12-73.

*All Postal Installations***Color Coded Label Chart**

Poster 4A, the 8 by 10½ inches programed delivery day color-coded label chart, is now available at area supply centers. Requests for these posters will be honored only from regional headquarters offices and sectional center facilities. SCF managers will determine actual requirements for Poster 4A for each office under their jurisdiction and order from the appropriate area supply center using Form 4750, *Special Requisition for Supplies*.—Logistics and Engineering Department, 7-12-73.

*All Postal Installations***Uniform Program for Employees Covered by National Agreement****New Optional Uniform Items for Female Employees**

Knee-Length Walking Shorts (Bermuda-type) and Dark Blue Knee-Length Hose.—Effective immediately female letter carriers, special delivery messengers, motor vehicle operators, tractor-trailer operators, and ramp transfer clerks are authorized to purchase and wear at the employee's option **knee-length** walking shorts (Bermuda-type) which are manufactured in accordance with Postal Service specifications. Eligible female employees may wear walking shorts only with dark blue knee-length hose.

Authorization to use uniform allowance funds for purchase of the specified hose is limited to eligible female employees who exercise the option to purchase walking shorts.

Specifications and patterns have been issued to the uniform industry by our Uniform Quality Control Office, Natick Laboratories.

Employees may place orders for the new items effective with this announcement. There will be a shortage of the walking shorts at the retail level at the start of this program. However, retailers should have ample supplies in the near future.—Customer Services Group, 7-12-73.

*All Post Offices***Damage Claims**

Effective immediately, postmasters sending claims for *complete or partial damage* to the St. Louis Postal Data Center should use the following address:

Claims and Inquiry Branch,
Postal Data Center,
P.O. Box 14618,
St. Louis, MO 63180.

Normally, claims sent to the St. Louis Postal Data Center are addressed to Box 14677. This box number is still applicable for loss or COD claims. Please advise all concerned.—Finance Department, 7-12-73.

*All Postal Installations***Accident Report, Form 1769**

The current postal fiscal year ended June 22, 1973. Accidents occurring on and subsequent to June 23, 1973, will be processed for fiscal year 1974 numbers, item 4, Form 1769, which should be assigned in ascending order starting with 00001. Accidents occurring prior to June 23, 1973, which were not processed in time to reach the servicing postal data center by noon July 5, 1973, will also be included in the fiscal year 1974 statistics and should be numbered accordingly.—Employee Relations Department.—7-12-73.

*All Post Offices***Fourth-Class Parcels**

All postal employees are reminded of the size and weight limits for fourth-class parcels mailed at or to any post office in Alaska or Hawaii. See section 135.312, *Postal Service Manual*. Fourth-class parcels, mailed at or to any post office in Alaska or Hawaii, may not exceed 70 pounds in weight and the size may not exceed 100 inches in length and girth combined.—Finance Department, 7-12-73.

*All Postal Installations***Wanted Circulars Still in Effect**

Amend list of wanted circulars still outstanding, published in POSTAL BULLETIN 20933, dated June 28, 1973, by adding the following names:

Cherry Van Brantley
Charles R. Geyer
Robert Lewis Rose

—Inspection Service 7-12-73.

*All Post Offices***Statement of Account**

The A/C number for *Domestic Money Order Fees Uncollected*, printed on Forms 1553, 1554, and 1555, *Statement of Account*, has been changed. Please cross out 40813 and write in 40818.—Finance Department, 7-12-73.

All Post Offices

MISSING OR STOLEN MONEY ORDER FORMS—DO NOT CASH THESE ORDERS

To be posted and used by window clerks; destroy previous notices. Insert in proper sequence any interim notices from Inspection Service.

104,853,300 to 104,853,449	3,909,406,197 to 3,909,406,449	5,798,390,450 to 5,798,390,499
111,376,554 to 111,376,699	3,909,527,395 to 3,909,527,499	5,798,635,683 to 5,798,635,999
114,011,337 to 114,011,849	3,909,632,504 to 3,909,632,549	5,799,478,500 to 5,799,479,999
114,229,150 to 114,229,849	3,912,422,150 to 3,912,422,199	5,806,140,822 to 5,806,140,899
121,968,244 to 121,968,299	3,914,599,677 to 3,914,599,799	5,815,989,298 to 5,815,989,399
122,851,234 to 122,851,299	3,914,884,465 to 3,914,885,999	5,817,682,281 to 5,817,682,399
124,450,066 to 124,450,199	3,917,087,308 to 3,917,087,349	5,823,755,734 to 5,823,755,806
125,833,650 to 125,833,799	3,917,185,850 to 3,917,185,899	5,825,066,370 to 5,825,066,381
1,923,904,133 to 1,923,905,999	3,917,271,200 to 3,917,271,349	5,825,121,471 to 5,825,121,599
1,934,695,700 to 1,934,696,399	3,917,491,137 to 3,917,491,299	5,825,526,850 to 5,825,526,999
1,940,484,700 to 1,940,485,449	3,993,150,005 to 3,993,150,049	600,790,950 to 600,791,249
1,945,919,000 to 1,945,919,649	539,427,650 to 539,428,049	600,847,100 to 600,847,349
1,951,442,300 to 1,951,442,949	583,167,400 to 583,167,999	606,022,050 to 606,022,249
2,013,337,788 to 2,013,337,999	587,623,100 to 587,623,199	73,764,000 to 73,767,999
2,013,711,581 to 2,013,711,699	594,683,268 to 594,683,299	7,426,790,000 to 7,426,793,999
2,014,577,195 to 2,014,577,499	599,543,500 to 599,543,999	7,514,290,319 to 7,514,291,499
2,024,236,154 to 2,024,236,199	5,575,546,413 to 5,575,546,499	7,544,018,500 to 7,544,019,399
2,024,875,395 to 2,024,875,999	5,611,934,000 to 5,611,935,999	7,557,598,450 to 7,557,598,799
2,025,922,264 to 2,025,922,499	5,634,099,997 to 5,634,101,999	7,557,943,250 to 7,557,944,049
2,029,555,700 to 2,029,555,899	5,646,932,000 to 5,646,933,999	7,571,982,062 to 7,571,982,099
2,034,009,168 to 2,034,009,199	5,647,270,759 to 5,647,271,999	7,575,752,572 to 7,575,752,599
2,034,215,108 to 2,034,215,649	5,656,140,000 to 5,656,143,999	7,576,214,823 to 7,576,214,899
2,034,241,000 to 2,034,241,149	5,656,522,036 to 5,656,525,999	7,577,399,600 to 7,577,399,640
2,753,553,213 to 2,753,553,399	5,659,292,000 to 5,659,293,999	7,583,570,600 to 7,583,570,799
2,754,501,781 to 2,754,501,809	5,659,763,800 to 5,659,765,299	7,584,368,257 to 7,584,368,299
2,755,707,338 to 2,755,707,399	5,666,020,000 to 5,666,021,999	7,585,987,038 to 7,585,987,099
2,756,795,650 to 2,756,796,249	5,671,762,600 to 5,671,763,999	7,585,998,400 to 7,585,998,499
3,810,433,250 to 3,810,433,349	5,674,407,000 to 5,674,410,499	7,589,840,560 to 7,589,840,599
3,822,851,800 to 3,822,852,999	5,692,340,350 to 5,692,341,849	7,592,004,273 to 7,592,004,299
3,829,844,700 to 3,829,846,199	5,694,032,000 to 5,694,033,999	7,595,577,897 to 7,595,578,549
3,845,695,000 to 3,845,695,999	5,694,251,950 to 5,694,253,249	7,595,759,250 to 7,595,760,149
3,850,802,900 to 3,850,803,999	5,697,680,050 to 5,697,680,899	7,595,853,176 to 7,595,853,211
3,860,606,800 to 3,860,607,749	5,730,585,350 to 5,730,586,449	7,597,521,455 to 7,597,521,499
3,865,679,740 to 3,865,680,449	5,733,457,000 to 5,733,457,999	7,598,550,400 to 7,598,550,699
3,866,798,050 to 3,866,798,799	5,734,520,545 to 5,734,521,399	7,601,425,400 to 7,601,425,999
3,870,420,281 to 3,870,420,599	5,737,799,850 to 5,737,800,499	89,044,000 to 89,046,999
3,883,236,411 to 3,883,237,249	5,739,290,150 to 5,739,290,899	8,333,694,000 to 8,333,695,999
3,886,882,767 to 3,886,882,787	5,757,250,874 to 5,757,251,199	8,385,495,672 to 8,385,495,699
3,890,800,050 to 3,890,800,949	5,766,829,750 to 5,766,831,149	8,598,419,777 to 8,598,419,799
3,895,752,473 to 3,895,752,999	5,777,753,300 to 5,777,753,749	8,600,803,923 to 8,600,803,949
3,897,680,207 to 3,897,680,350	5,783,377,860 to 5,783,377,999	8,601,391,249 to 8,601,391,300
3,900,372,912 to 3,900,373,149	5,783,461,685 to 5,783,463,499	8,604,364,400 to 8,604,364,449
3,900,760,920 to 3,900,760,987	5,783,726,850 to 5,783,727,049	8,607,522,257 to 8,607,522,399
3,900,853,163 to 3,900,853,199	5,786,659,139 to 5,786,659,199	8,607,787,975 to 8,607,787,999
3,903,215,449 to 3,903,215,499	5,786,678,709 to 5,786,678,949	8,610,820,850 to 8,610,821,599
3,905,092,719 to 3,905,093,149	5,792,786,950 to 5,792,787,199	8,611,028,150 to 8,611,028,249
3,907,686,200 to 3,907,686,299	5,798,177,326 to 5,798,177,499	8,617,222,344 to 8,617,222,449

NEW STYLE UNITED STATES MONEY ORDERS

The new money order serial numbers consist of the first 10 digits, reading from the left. The 11th digit (right most) printed on the money order form sets is not to be construed at any time as part of the actual serial number.

1,607,554,653 to 1,607,554,699	1,620,558,300 to 1,620,558,499
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All Post Offices

BANKING PROCEDURES

I. Modifications

Modifications to the postal service banking procedures have resulted in a reduction in the number of post offices which maintain individual bank accounts and have replaced postmasters' remittance checks to the Federal Reserve Bank with a telephone call to the National Data Corporation (NDC). Pending a revision of Fiscal Handbook F-1 (which will be delayed until the banking system modification is complete), the following procedures will apply:

a. A standard Bank Transaction Record will be maintained. A modified Form 25, *Trust Fund Account* (Exhibit A), will be used as an interim form.

b. The NDC phone call equates to a *withdrawal* from the postmaster's bank account and determination of the amount to be called in will follow the long standing post office procedure; viz., withdraw and transfer as surplus funds all cash in the bank *in excess* of the amount authorized by the Director of Banking.

A. General

1. Post offices are grouped in two categories with regard to the deposit of postal funds:

(a) *Non-Bank Offices*.—Those post offices which are not authorized to maintain a bank account (deposits are made to the bank account of another post office); and

(b) *Banking Offices*.—Those post offices which have been authorized to maintain a bank account, either for their own use or for the use of many post offices.

2. Bank accounts are also divided into two types:

(a) *Individual account*—an account for use by a single post office; and

(b) *Consolidated account*—an account used by many post offices but administered by one office.

3. Consolidated accounts are further divided into two functional groups:

(a) *Multiple NDC Calls*—wherein each nonbank post office which deposits into the account makes a phone call to the NDC; and

(b) *Single NDC Call*—wherein each nonbank post office which deposits into the account sends a copy of the deposit ticket to the banking post office and the banking post office makes a single call to NDC.

4. Generally the post office which administers the consolidated bank account is an SCF post office; however, it is not always so. Non-SCF post offices which administer consolidated bank accounts are called *lead offices*. These very frequently were SCF post offices which were absorbed into another SCF for administrative purposes, or post offices within a single SCF which have been designated by the regional controller to administer a consolidated bank account for a group of nonbank post offices.

5. *Multiple Bank Account Post Offices*.—Many large post offices maintain bank accounts at more than one bank. Such accounts can be individual or consolidated. Such post offices will maintain a bank transaction record (Exhibit A) for each such account.

B. Banking Relationships

Post offices which have been designated as banking offices should maintain a direct relationship with the local bank (primary bank), regarding deposits into the account and the arithmetic correctness of the bank statement.

Banking post offices should maintain a direct relationship with the Concentration Bank (CB) regarding incorrect or missing Depository Transfer Checks (DTC's) paid by the primary bank.

Banking post offices which are New Concept Offices (NCO's) of a Sectional Center Finance Office (SCFO) must maintain their relationship with the CB through the SCFO accounting office.

C. Brief Description of System

Post offices deposit funds in a designated bank account. Funds are transferred to the Federal Reserve Bank as follows:

1. Post office advises the National Data Corporation (NDC phone call) of the amount of money which is to

be withdrawn from the primary (local) bank account; NDC records the phone calls from many post offices and advises a Concentration Bank (CB) of the amount to be withdrawn from each of the banks in the CB's service area. The CB prepares Depository Transfer Checks (DTC's) and sends them to each of the primary banks for payment. The CB transfers the funds electronically to the Fed.

2. A parallel report of the funds to be withdrawn from the prime bank (NDC call data) is sent by the NDC to the St. Louis PDC.

3. If there are any adjustments to the data, the Concentration Bank advises St. Louis PDC, and the revised data is sent to each servicing PDC.

4. The post office reports the amount of funds transferred to the Fed. in A/C 11611 on the statement of account. The PDC compares the post office reported data to that supplied by the St. Louis PDC. If there is any difference between the two amounts, the PDC issues a statement of differences to the post office.

D. Post Office Responsibilities

Accurately maintain a record of deposits to the primary bank and withdrawals from it (NDC calls).

Verify accuracy of the data which the NDC passes to the CB whenever the CB requests such information. (These requests will be made whenever the amount of the call reported to the CB is twice the average call.)

Make adjustments to the bank transaction record and cashbook when necessary.

Reconcile the bank statement to the cash in bank entry on the statement of account.

Research and resolve errors which resulted in a statement of differences.

II. Bank Transaction Record (BTR)

All post offices, except those nonbank offices which *do not* make phone calls to the NDC, will maintain a BTR. Multiple bank post offices will maintain one for each bank account. The amount reported in A/C 11915 in the cashbook should be the updated

Bank Name: FIRST TRUST COMPANY Telephone: 241-4000
 Concentration Bank: VIRGINIA NATIONAL Telephone: 703-555-1212
 NDC Call - Co.No.: 318 ID No.: 20001-4 Telephone: 804-777-1666
 Authorized Balance: \$ 1,000.00

U.S. POSTAL SERVICE
TRUST FUND ACCOUNT
 BANK TRANSACTION RECORD

transaction DESCRIPTION	19 73 Mo. Day	deposit DEPOSITED	NDC call (WITHDRAWN)	BALANCE	Remarks EXPLANATION	RECEIVED	DISBURSED	EXPENSE
OPENING BALANCE	5/22			1 145 00				
NDC CALL	5/22		145 00	1 000 00	11:25 A.M. 39			
DEPOSIT	5/22	150 00		1 150 00				
CORRECTION (5/22)	5/23	(-) 10 00		1 140 00	CORRECTED "10-STAD"			
NDC CALL	5/23		140 00	1 000 00	11:15 A.M. 37			
DEPOSIT	5/23	175 00		1 175 00				
DEPOSIT	5/24	95 00		1 270 00	SATURDAY-NO CALL			
NDC CALL	5/26		270 00	1 000 00	11:15 A.M. 61			
Correction (5/23)	5/26			980 00	NDC call of 5/23 OVR Reported by 2000 to the Concentration Bank			
DEPOSIT	5/27	165 00		1 145 00				
NDC CALL	5/28		145 00 00	1 000 00	11:15 A.M. 42 See 5/29 Correction --			
DEPOSIT	5/28	110 00		1 110 00				
Correction (5/28)	5/29			1 255 00	NDC call of 5/29 Rejected as an Error - Amt. restored to Balance P/B.			
NDC CALL	5/29		255 00	1 000 00	11:25 A.M. 32			

PS Form 25
 May 1973

amount reflected in the balance column of the BTR for the day involved. (In multiple bank offices, A/C 11915 will be the sum of the BTR's.) The amount to be called to the NDC will always be the amount shown in the balance column Minus the authorized bank balance.

Banking post offices which have many stations or branches, and post offices which administer consolidated accounts, will continue to maintain supporting ledgers to determine deposits and to post individual adjustments.

The bank transaction record will be maintained with the cashbook or daily financial reports. It, in effect, replaces the official check book and should be retained for the same period of time as a check book. Nonbank post offices which make their own calls to the NDC and which prepare a statement of account will supply a copy of their BTR to the banking post office on a schedule determined by that office.

III. Suspense and Trust Account Records

All banking and nonbanking post offices which report to the PDC on a statement of account should establish a *Trust Fund Account*, Form 25, and a *Suspense Account Support Record*, Form 1556, for recording banking items being carried in A/C's 16601 and 11919.

IV. Individual Accounts

A. Verification of NDC Phone Call Data

Banking post offices, when contacted by the CB to *verify* the amount reported to the CB by the NDC, will carefully determine the date of the call being questioned. (The date reported to the CB may be a day later than your call record.) Refer to your banking record, Exhibit A, and restate the amount of the call. The CB representative will compare the amount reported with your restated amount and if there is an error, the CB representative will advise you that the NDC call *has been rejected as an error*, and that the amount of the call *was not* withdrawn from your bank account. The original call should be considered as being canceled. The CB will furnish an advice of NDC call error (Exhibit B) which must be retained to support the adjustment.

B. Rejected (Canceled) NDC Calls

1. Bank Transaction Record

Line out the original call and add the amount of the call to the cash in bank balance. Initial the lineout and cross reference it to the correction entry. Endorse the correction entry *NDC call of (date) canceled*.

2. Next NDC Call

Since your next scheduled NDC phone call will be determined from

the updated cash in bank balance, it will include the adjusted amount with no requirement for identification.

3. Cash Book

a. Current Postal Quarter

On the day the adjustment is made, *increase* A/C 11915, Cash in Bank, and *Decrease* A/C 11611, Surplus Funds Transferred by the amount of the canceled NDC call.

b. Prior Postal Quarter

On the day the adjustment is made, *increase* A/C 11915, Cash in Bank, by the amount of the canceled NDC call, and carry the same amount in A/C 16601, Trust Funds Deposited, pending receipt of a *Statement of Differences*, Form 813, from the PDC.

C. Not Sufficient Funds (NSF) Advice

The CB will advise the banking post office whenever a DTC has been returned by the primary bank as NSF.

Action: All NSF DTC's will be treated as rejected NDC calls. Upon receipt of a phone call from the CB to this effect, carefully determine the *date* and *correct amount* of the NDC phone call which resulted in the preparation of the DTC which would have overdrawn the account. Restore the amount to your cash in bank balance and treat as in IV.B.

NOTE.—Postmasters of banking offices must advise their banks not to pay any DTC which overdrafts their account.

ADVICE OF NDC CALL ERROR

Your NDC call reported on _____ 19____ was recorded as \$ _____ . It was rejected as an error for the following reason:

- _____ Insufficient funds in your bank account.
- _____ The amount was considerably larger than your average call.
- _____ Other _____.

TO: _____

Date Prepared _____ By _____
(Name of Bank)

Please determine the correct amount of the call, restore that amount to your Cash in Bank balance, and include the amount in your next scheduled call to the NDC. (See *Banking Error Correction Procedures*). If you have any questions, contact your Sectional Center Accounting Office.

- Confirmation Copy
- Original Advice.

D. Errors Discovered During Reconciliation of Bank Statements

1. *DTC prepared and paid for MORE than the original NDC call*
 Banking post office will note the difference in the bank statement reconciliation work sheets as an overpaid DTC, and advise the CB of the error (Exhibit C). Supply the correct amount and include time, date, and NDC verification number of the NDC call. CB will research. If both the CB record and the PDC record agree with the DTC as prepared and paid, you will be advised by the CB to adjust your records to reflect the amount of the paid DTC. Retain the advice to support the correction.

Action: Annotate your bank transaction record to show the error correction and reduce the cash in bank balance accordingly. Restore the cash in bank balance to your authorized amount in determining the amount of your next NDC call.

a. *Current Postal Quarter.*—In your cashbook on the day the adjustment is made, increase the amount in A/C 11611, and decrease A/C 11915 by the amount of the adjustment.

b. *Prior Postal Quarter.*—If the original call was made in a *prior postal quarter*, make the following entries in your cashbook on the day the adjustment is made. Do not change A/C 11611. Decrease A/C 11915 and increase A/C 11919, Suspense, by the amount of the adjustment pending receipt of a statement of differences. Post Form 1556, *Suspense Account Support Information*, and retain letter from CB to support the adjustments.

2. *DTC prepared and paid for LESS than the original NDC phone call*
 Follow same procedures as in D.1. Upon advice that CB and PDC records agree with the DTC, annotate your bank transaction record to show the error correction and increase the cash in bank balance accordingly. Reduce the cash in bank balance to your authorized balance in determining the amount of your next NDC call.

a. *Current Postal Quarter.*—In your cashbook on the day the adjustment is made *decrease* A/C 11611 and *increase* A/C 11915 by the amount of the difference.

b. *Prior Postal Quarter.*—If the original NDC call was made in a *prior postal quarter*, make the following entries in your cashbook on the day the adjustment is made. Do not change A/C 11611. Increase A/C 11915 and increase A/C 16601, Trust, by the amount of the adjustment. Post Form 25, Trust, NDC call-in corrections, and retain the CB letter pending receipt of a statement of differences.

3. *DTC Missing*
 Verify that the amount of the missing DTC was not included in a subsequent DTC.

Advise the CB as in D.1. The CB will research the transaction through

the bank system and take necessary corrective action. List the amount on your bank reconciliation work paper as an unpaid DTC. Cross reference the item to the bank transaction record but *do not* adjust any totals at the time. If the CB determines that the amount reported to NDC *did not* result in a DTC being generated, you will be advised to treat the original amount as a *rejected NDC call*. Retain the advice to support the correction.

Action: Annotate your BTR to show that the amount was not drafted. Add the undrafted amount to your cash in bank balance. Reduce the cash in bank balance to your au-

POST OFFICE (NAME & ZIP)

TO: Concentration Bank
 Central City, USA 12345

ATTENTION: POSTAL ACCOUNT SECTION

Reconciliation of my Bank Statement for the period ending
 (Date) _____, disclosed the following differences:

Date	Amt. of DTC	Amt. of NDC Call	Time/Date/Verify of NDC Call
1. XXX	640	460	11:15, XXX,00
2. XXX	Missing	540	11:10, XXX,07
3. XXX	1,000	No Call	-----

Bank Name: _____, ACCT #00-XXX-0
 My NDC ID# 54321-0

John J. Jones
 Postmaster

- REPLY -

TO: Post Office
 Anytown, USA 54321

ATTENTION: Accounting Section

(Individual Account)

Exhibit C

thorized amount in determining the amount in your next NDC call.

a. *Current Postal Quarter.*—Make the following entries in your cashbook. On the day the adjustment is made, decrease A/C 11611 and increase A/C 11915 by the amount original NDC call.

b. *Prior Postal Quarter.*—If the original call occurred in a prior postal quarter, make the following entries in your cashbook. Do not change A/C 11611. Increase A/C 11915 and increase A/C 16601 by the amount of the original NDC call. Post Form 25, *Trust Fund Account*, NDC call-in corrections, and retain the CB letter pending receipt of a statement of differences from the PDC.

4. *Extraneous DTC*

Verify that the amount of the extraneous DTC is not an offset to a prior improperly drawn DTC, and that it was in fact drawn on your account.

Advise the CB by phone and as in IV.D.1. List the amount on your bank reconciliation workpaper as an unauthorized DTC. Cross reference the item to your BTR but do not change any totals at this time. The CB will correct the error and your next bank statement will have the credit memorandum.

5. *Restoration of Overdrawn Account by Concentration Bank*

a. Whenever the amount of the difference between the original NDC call and the paid DTC is greater than a depositing post office can adjust in a single NDC call (see D.1.) the CB will be so advised. It will restore the overdrawn amount to the post office bank account through a preprinted special DTC (Exhibit D).

b. The post office records will not require adjustment in such case.

6. *Sectional Center Finance Office (SCFO)*

New Concept Offices (NCO's) which maintain their own individual bank accounts will substitute *Form 1412A* wherever the term cashbook appears in the above instructions. All such adjusting entries must be coordinated with the SCFO accounting section.

V. *Consolidated Accounts*

A. *Multiple Calls to the NDC*

(Each nonbank post office calls the NDC and prepares a statement of account)

1. *Verification of NDC phone call data.*—The CB will contact the banking post office responsible for the account after having isolated the NDC call(s) suspected of being inaccurately reported. The banking post office will contact the post office(s) whose NDC call(s) is (are) suspect and have the bank transactions record reviewed to determine the amount of the original NDC call. The banking post office will contact the CB by phone and restate the amount of the original call(s) in question, by post office. The CB representative will compare the restated amount(s) to the reported amount(s) and, if any are in error, advise the banking post office of the calls being rejected.

The banking post office will advise the post office(s) whose calls were inaccurately reported to treat the original NDC call as a *rejected* NDC call and to proceed as in IV.B. The CB will send an advice of NDC call error to each affected post office and to the banking post office.

The banking post office will cross reference the details of the adjustment in its bank transaction record to assist in reconciliation.

2. *Not sufficient funds advice.*—Unless the banking post office NDC phone call was incorrectly reported it is doubtful that this situation will arise in a consolidated account. A DTC could be returned to the CB by the primary bank as an NSF DTC. In such a case, the CB would research the various individual calls for suspected errors and would contact the banking post office as in 1, above, to verify selected calls.

3. *Errors Discovered During Reconciliation of Bank Statements*

a. DTC prepared and paid for more or less than the sum of the related calls made to the NDC. (Banking post office will review prior and subsequent DTC's to determine whether there are offsetting errors.) For each date in question, the BPO will compare NDC call data as recorded in the BTR's of each post office which deposits into the account, with the consolidation reports furnished by the CB. Advise the CB by letter (Exhibit E) of each error in reporting. The CB will research. If the PDC record agrees with the CB record the CB will so note for each separately reported item. The banking post office will advise each affected post office of the action to be taken to adjust its BTR and cashbook.

(1) *CB record is for MORE than the related NDC call.*—Advise each affected post office to proceed as in IV.D.1.

NOTE.—IV.D.5. may apply.

(2) *CB record is for LESS than the related NDC call.*—Advise each affected post office to proceed as in IV.D.2.

b. *DTC Missing.*—(Highly improbable in a consolidated account.) Banking post office follow procedures in IV.D.3. if the action portion has

DEPOSITORY TRANSFER CHECK		# _____	5-20		
ACCOUNT ADJUSTMENT			110		
U.S. POSTAL SERVICE		_____19_____			
CONCENTRATION ACCOUNT #21					
PAY TO THE ORDER OF	FOR CREDIT ONLY TO ACCOUNT NO. UNITED STATES POSTAL SERVICE		<table border="1" style="width: 100px; height: 40px;"> <tr><th style="text-align: center;">AMOUNT</th></tr> <tr><td style="text-align: center;">\$</td></tr> </table>	AMOUNT	\$
AMOUNT					
\$					
THE NATIONAL SHAWMUT BANK OF BOSTON BOSTON, MASSACHUSETTS		DEPOSITORY TRANSFER CHECK NO SIGNATURE REQUIRED			

Exhibit D

to be accomplished, advise each affected post office as in IV.D.3 (a) or (b) as applicable.

c. *Extraneous DTC*.—Banking post office follow procedures in IV.D.4.

B. Single Call to NDC

Nonbank post offices transfer accountability for banking transactions to the banking post office through A/C 11964. Procedures applicable to an individual account will be followed by the banking post office. Control and reconciliation of A/C's 11964, transfer of funds to the SCF (banking office) and A/C 11963, funds received from associate offices (nonbank offices), will be as described in section VI.

VI. Transfer of Funds—Error Correction Procedures

A. Confirmed deposit ticket is less than original deposit ticket.

1. *The banking post office will:*

a. Reduce A/C 11963, Funds Received from Associate Offices, and A/C 11915, Cash in Bank, by the amount of the difference.

b. Decrease the next call-in to NDC by the amount of the difference.

c. Prepare three copies of Form 1908, *Financial Adjustment Memorandum*, explaining the difference. Send two copies to the depositing office along with the confirmed deposit ticket. Retain one copy of Form 1908 on file at the banking post office to support accounting entries.

2. The *depositing office*, upon receipt of Form 1908, will:

a. Reduce A/C 11964, Funds Transferred to SCF, by the amount of the difference shown on Form 1908, and enter in A/C 11919, Suspense.

3. The *depositing office* will return one copy of Form 1908 to the banking post office with the next deposit ticket. This Form 1908, as well as the one retained in the associate office file, will have the following information listed on the back:

- a. Date Form 1908 was received.
- b. The accounts and amounts adjusted and date of entry into cashbook.
- 4. The *SCF office* will retain the returned Form 1908 for reference and audit purposes.

B. Confirmed deposit ticket is more than the original deposit ticket.

1. *The banking post office will:*

a. Increase A/C 11963 and A/C 11915 by the amount of the difference.

b. Increase the next call-in to NDC by the amount of the difference.

c. Make three copies of Form 1908. Send two copies to the depositing offices along with certified deposit ticket. Retain one copy on file at SCF office to support accounting entries.

2. The *depositing office* upon receipt of Form 1908 will immediately:

a. Enter the adjustment in the cashbook as follows:

(1) Increase A/C 11964 by the amount of the previous overdeposit.

(2) Enter the amount of the adjustment in A/C 16601, Trust Account.

b. Return one copy of the Form 1908 to the SCF office with the next deposit ticket. This Form 1908, as well as the one retained at the depositing post office, will have the following information listed on the back:

- (a) Date Form 1908 was received.
- (b) The accounts and amounts adjusted and the date of entry into the cashbook.

C. Resolution of Differences—Depositing Office

The procedures in A and B will keep the bank and transfer accounts in balance. Resolution of the amounts carried in A/C 11919, Suspense or A/C 16601, Trust Funds must be effected in the usual manner.—*Finance Department, 7-12-73.*

POST OFFICE (NAME & ZIP)

TO: Concentration Bank
Central City, USA 12345

ATTENTION: POSTAL ACCOUNT SECTION

Reconciliation of my Bank Statement for the period ending (Date), disclosed the following differences:

DATE	AMT. OF DTC	SUM OF RELATED NDC CALLS
1. XXX	\$11,420	10,620

Details of NDC call errors.

FO ZIP	DATE	AMT. REPORTED by C.B.	AMT. OF NDC CALL	TIME/DATE/VERIFY of NDC CALL
10349	XXX	\$ 420	240	11:15, XXX, 03
10367	XXX	1,400	140	11:30, XXX, 09
10393	XXX	-ZERO-	640	11:10, XXX, 37

Bank Name: , ACCT #00-XXX-0

John J. Jones
Postmaster

- REPLY -

TO: Post Office
Anytown, USA 54321

ATTENTION: Accounting Section

(Prepare a separate letter for each DTC which does not agree with NDC call records)

(CONSOLIDATED ACCOUNT)

Exhibit E