

postal bulletin

Washington, D.C. 20260/Thursday, September 27, 1973/Nine Pages



All Postal Installations

8-Cent Christmas Postage Stamps

Two 8-cent Christmas postage stamps will be first placed on sale at Washington, DC on November 7, 1973.

POSTMASTERS SHALL NOT PLACE THESE STAMPS ON SALE BEFORE NOVEMBER 8, 1973.



Size: 0.84" x 1.44" (vertical)
ISSUED IN SHEETS OF 50
Colors: Light brown, yellow, gold, red, blue, and black
Initial printing: 1 billion
Designer: Dolli Tingle



Size: 0.84" x 1.44" (vertical)
ISSUED IN SHEETS OF 50
Colors: Yellow, light brown, red, blue, black, and green
Initial printing: 1 billion
Designer: Bradbury Thompson

To obtain first day cancellations, collectors may submit requests to the Postmaster, Washington, DC 20013. See Postal Service Manual, section 257.2. Selected mint stamps will be available at the Philatelic Sales Unit, Washington, DC 20036, on and after November 7, 1973.

The Christmas stamps will be sold at post offices only to persons who specifically request them. At such time as it appears that as a result of this practice you may have an excess of Christmas stamps, the stamps may be placed on general sale, withholding other 8-cent denomination sheet postage stamps unless specifically requested.

I Automatic Distribution

All classes of post offices will receive an initial supply of each stamp under the automatic distribution program. **The quantity to be automatically supplied each post office will be approximately 10 times the amount (five**

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All Post Offices

Registered Mail Rate

On June 30, 1973, all agreements with Federal agencies to mail registered mail at the fourth-class rate of postage were rescinded.

Shipments of currency, coin, bonds, and negotiable instruments being shipped by registered mail must be paid at the first-class, priority, or air mail rates.

There are no exceptions and it is not contemplated that the prior agreements will be reinstituted.

Section 161.253(a), *Postal Service Manual*, will be amended to delete any reference to fourth-class postage. Postmasters are responsible for disseminating this information to the proper personnel.—*Finance Department, 9-27-73.*

All Post Offices

International Mail

In compliance with the Universal Postal Congress held in Tokyo in November 1969, the following changes in international mail are effective October 1, 1973:

The minimum size of letters and other postal union mail in envelopes will be increased from 3 x 4 1/4 inches to 3 1/2 x 5 1/2 inches. Mail in package form which has an address surface measuring less than 3 1/2 x 5 1/2 inches must have a rectangular address tag attached. The tag dimensions may not be less than 2 3/4 x 4 inches.—*Finance Department, 9-27-73.*

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times for Christmas Tree, item 576 and five times for Madonna, item 577) that is being furnished in the automatic distribution of a 50 subject commemorative postage stamp.

II Bulk Requisitioning

Postmasters at first-class post offices requiring additional bulk quantities of Christmas stamps, items 567 or 577 shall immediately submit requisitions on Form 3356, *Stamp Requisition—Bulk Quantities* to the Bureau of Engraving and Printing. **Any requisition for special issue Christmas stamps received after October 15, 1973, will be filled only if stock is available.** Bulk quantity requisitions must be prepared for quantities of 5,000, 10,000, 15,000, 20,000, 25,000, 50,000, 75,000, 100,000, 125,000, and multiples of 125,000. Do not order more than 5 million stamps on a single requisition. The filling of requisitions for additional Christmas stamps will be withheld until completion of the automatic distribution.

III Less-Than-Bulk Requisitions

Postmasters at first-class post offices requiring less-than-bulk in addition to the automatic distribution and postmasters at all other post offices requiring additional stocks of the special issue Christmas stamps shall submit a separate requisition for each item using Form 17, *Stamp Requisition* to their designated sectional center facility on their next scheduled requisitioning date.

In conjunction with the issuance of the Christmas stamps, the Postal Service will release a limited number of American Commemorative Series Stamp Panels. A separate panel will be issued for each Christmas stamp design. These panels, which measure $8\frac{1}{2} \times 11\frac{1}{4}$ inches, are printed on a heavy art paper suitable for framing or mounting in an album. The panels sell for \$2 each. The panels will be available on a first-come basis from distributing offices. 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.—*Office of Stamps, 9-27-73.*

All Postmasters and Personnel Processing Mail for Dispatch Abroad

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.

Lottery Order No. 73-28, published in POSTAL BULLETIN 20914, dated March 1, 1973, is *not being properly enforced*. Please see that the following order is enforced:

SECRETARY, W.A.L. COMMISSION, Box C106, C.P.O., Perth, Western Australia 6001

The following lottery orders, printed in POSTAL BULLETIN 20947, dated September 20, 1973 under BARBADOS, should have been listed:

CANADA

MR. DAVE DAVIDSON, P.O. Box 1599, Cornwall, Ontario.

KIN LOTTERY, P.O. Box Kin, Cornwall, Ontario.

3rd SASKATCHEWAN DERBY SWEEPSTAKES, P.O. Box 167, Regina, Saskatchewan.

P.O. BOX 512, Thornhill, Ontario.

KIN LOTTERY, P.O. Box 512, Thornhill, Ontario.

WORLD-WIDE TICKET REGISTER, P.O. Box 512, Thornhill, Ontario.

Lottery orders have been issued against:

BARBADOS

(Bridgetown)

FELIX BABB, P.O. Box 1067.

ERNIE BATES, P.O. Box 3356.

TRUDY GOMEZ, P.O. Box 1114.

JOY HORTON, P.O. Box 1152.

SHELLEY JACKSON, P.O. 1400.

ANN JACOBS, P.O. Box 1216.

CARMEN LEACH, P.O. Box 3087.

AMY LEWIS, P.O. Box 1414.

MISS ANN LOY, P.O. Box 2400.

MAILING SERVICE CO., P.O. Box 1023.

MONICA NEWTON, P.O. Box 5106.

SHIRLEY PAYNE, P.O. Box 1392.

MANDY PETERS, P.O. Box 3190.

HALLAM ROCK, P.O. Box 1055.

MISS G. ROYCE, P.O. Box 2400.

EDDIE SANDERS, P.O. Box 1245.

MR. KEN STARKE, P.O. Box 3072.

PHILIP STOUTE, P.O. Box 3212.

ROY STUART, P.O. Box 1204.

RONNIE WASON, P.O. Box 3378.

ROBERT WELCH, P.O. Box 3290.

(St. Michael)

MISS ERLINDA PILGRIM, 25 Deacons Court, Deacon Road.

JAMAICA

HECTOR J. STUART, P.O. Box 177, Kingston 8, Constant Spring.

JACK L. CUNNINGHAM, P.O. Box 220, Kingston 6, Liguanea.

MISS P. A. NEWELL, P.O. Box 201, Kingston 6, Liguanea.

MRS. D. J. McPHERSON, P.O. Box 217, Kingston 7, Mona.

MALTA

DIRECTOR, PUBLIC LOTTO DEPARTMENT, Beltissegħ.

MALTA STATE LOTTERY, Beltissegħ.

CHARLES GALEA, 4, Assumption Street, Marsa.

WEST GERMANY

H. PETERS, Eimsbütteleer Chaussee 22, Hamburg.

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 such mail bears no return address, treat it as undeliverable and dispose of it in accordance with 159.4, PSM. This notice may be posted at the outgoing primary. *It must be posted on the FOREIGN ORDER board at all sectional center facilities.—Judicial Officer, 9-27-73.*

All Postal Installations

National Agreement

The official text of the 1973 national agreement between the U.S. Postal Service and the four unions having national recognition has now been published in booklet form as publication 202.

Postal management and union representatives will have the same edition of the printed contract. The Postal Service will limit distribution to management personnel involved in administration of the agreement. The unions will distribute their own copies.

Postmasters of first-, second-, third-, and fourth-class offices will receive sufficient copies for redistribution to appropriate management personnel. Additional copies, if needed, may be obtained from the Employee and Labor Relations Regional Office.—*Labor Relations Department, 9-27-73.*

All Post Offices

Collection Box Survey

All standard collection boxes, relay boxes, and boxes with motorist mail chutes must be securely anchored at the time they are installed or relocated in such a manner that they cannot be moved or tipped over. This includes boxes inside buildings, in arcades, and malls. All street letterbox and relay equipment must be positioned to insure maximum safety for postal employees and the public. Failure to properly anchor or position these boxes has resulted in serious accidents and personal injury.

Recent instructions to the regions on minimum levels of collection service emphasized the need for uniform appearance of collection boxes. This is necessary so that customers may readily recognize the type of service provided at each box.

Currently authorized paint for collection boxes is solid blue for all except airmail boxes. Airmail boxes should have a white top set off from a blue lower portion with a red band. Authorized labels for use on collection boxes include: Label 5—Eagle decal; Label 7-A—AIRMAIL (red letters); Label 50—White Star decal; Labels 55 and 55-A—Collection Schedules; Label 162—LOCAL DELIVERY (not yet available in Supply Centers). Item D-1175, *Collection Card* (in frame holder) is authorized for use on motorist collection boxes (as well as on post type boxes).

In addition to regular attention required a special survey of all street letterbox and relay box equipment will be made at all offices during the week of October 8-13, 1973. In order not to unduly restrict local management, postmasters shall designate the specific day, or days, for this survey.

Each foot and motorized city carrier will be instructed to examine every collection and relay box on his route, whether or not he serves it, and report those not properly positioned or anchored in the appropriate section of Form 1621, *Carrier's Route Report*. Carriers shall also be instructed to check the overall appearance of collection boxes for conformity with current instructions pertaining to painting and display of authorized labels and/or card schedules. Form 1621 provides for identification of such deficiencies.

All Postal Installations

Metered Mail Dates

At many postal installations, the accuracy of mailing dates on metered mail is not adequately monitored at the time of acceptance. Incorrect mailing dates subject the Postal Service to unjust criticism in the form of complaints of poor service, and distort service performance analyses.

Effective immediately, installation heads are directed to assure that continuing arrangements are established to detect incorrect mailing dates on metered mail deposited at mailing platforms and other acceptance points. Employees assigned to these areas, and other available employees, should be used for this purpose.

Form 3749, *Irregularities in the Preparation of Mail Matter*, should continue to be used to bring irregularities in the mailing dates of metered mail indicia to the attention of mailers. Establish a local record of detected mailing date infractions and inform offending mailers of the requirement of correct mailing dates contained in 144.534, *Postal Service Manual*. Upon detection of a subsequent infraction within one year from the first, furnish mailers a second notification, together with advice that any subsequent mailings presented bearing incorrect mailing dates will not be accepted.

If incorrect meter dating is the second Form 3749 notice to mailer has been sent within a 1-year period, return the mail to the mailer. Such mailings must be reenveloped and must bear the correct mailing date in the meter impression.

Personal contact with mailers to discuss this type of problem and corrective actions is most desirable.—*Logistics Department, 9-27-73.*

Supervisors shall arrange for the inspection of all boxes not examined by foot or motorized carriers. Where boxes are unanchored, loose, improperly positioned, or do not conform with current criteria on appearance, prompt attention must be given to correct the deficiency.—*Delivery Services Department, 9-27-73.*

All Postal Installations

National Employ the Handicapped Week

The President has designated October 7 through 13 this year as National Employ the Handicapped Week. This is a time to focus attention on a major national goal to assure handicapped persons the opportunity for employment at levels corresponding with their ability.

During the past 10 years the Postal Service has opened the employment door for more than 23,000 handicapped persons. We can all take pride in this record. However, those who can take most pride are the handicapped individuals themselves who have contributed so much of their talents and abilities to serving the Nation's postal needs.

I urge all postmasters, supervisors, and other managers to give this program positive meaning and direction. We can make this effort without creating jobs especially for the handicapped. If they meet requirements that will enable them to become a part of the regular work force, we will give them jobs as vacancies occur. Handicapped individuals have proven they make good, often outstanding, employees in the right jobs.

Let us put aside the prejudice that has too often barred capable individuals considered "handicapped" from jobs they are clearly competent to fill. By doing this, we will serve both our own needs for productive manpower and the individual's need to make a meaningful contribution in a society dedicated to the concept of equal opportunity for all.

Our continuing program needs your assistance and support. Most of all, it needs your continuing understanding.



E. T. KLASSEN.

All Post Offices Which Issue USDA Food Coupons

ACCOUNTING PROCEDURES—FOOD COUPONS

Standard accounting procedures for food coupons are effective Saturday, October 13, 1973. All post offices currently enrolled in the food coupon program, and all which may be included at a subsequent date will follow these instructions.

Current procedures for external sectional center reporting to local government agencies, transfer of funds to the USDA, and billing for services performed are not modified by these instructions. Regional controllers will issue necessary instructions to SCF's whenever such procedures are to be modified as a result of revised contracts with local governmental agencies.

Food coupons will be carried in the postmaster's accountability on Postmaster's Statement of Account and in the daily cashbook. They will not be reported in the accountability section of Form 1412A, *Daily Cash Report*, at any level.

I. Preparation. All food coupons on hand as of the close of business Friday, October 12, 1973, must be inventoried by a physical count. All counts must be witnessed by a supervisor. Use Form 13, *Routing Slip*, in duplicate for reporting (exhibit E).

Each issuance clerk; the custodian of the back-up supply at each issuance unit; and the custodian of the main stock must count, and report on Form 13 (exhibit E), all food coupon stock under his control. (Postmaster must insure that food coupons assigned to issue clerks not on duty on Friday, October 12, are inventoried in advance or returned to stock for inclusion in the inventory.)

Inventory reports will be consolidated at the issuance unit level and the post office level. A copy of the inventory report will be retained at each level to serve as the source document for the initial entry in the control system described below.

II. Cashbook Entries. On Saturday, October 13, 1973, enter the dollar value of the food coupon inventory in the *Receipts* section and the *Ending Inventory* section of the cashbook as follows:

Receipt Section—Write-in A/C 16092, *Food Coupons Received*.

Ending Inventory—Write-in A/C

16094 *Food Coupons, Ending Inventory*

Mail a copy of your consolidated inventory report to the Postal Accounts Branch of your PDC.

III. Accounting for Food Coupons.

A. Sectional Center Facility. Upon receipt of food coupons from the designated supply source, record the face value of coupons in A/C 16092, *Food Coupons Received*, and in A/C 16094, *Food Coupons, Ending Inventory*. Record the serial numbers of the coupon books received on the office copy of the related Form FNS 260. (No further control by serial numbers will be maintained.)

Maintain a form 3295, *Daily Record of Stamps, Stamped Paper, and Nonpostal Stamps on Hand*, one for each denomination of food coupons.

Upon the shipment of food coupons to associate offices, based on Form 3508, record the face value of the food coupons shipped in A/C 16096, *Food Coupons Shipped*, and reduce the ending inventory account accordingly.

Record Food Coupon books returned to the USDA, due to mutilation or whatever, in A/C 16098, *Coupons Returned to USDA* and the reduced inventory account accordingly.

B. Associate Offices. Order food coupons from the SCF, using Form 3508. Orders should be for full cartons or boxes wherever practicable. Offices which require lesser amounts will order in multiples of 10 books, but never less than 10 books. Upon receipt of food coupons from the SCF, the face value of the coupons will be recorded in A/C 16092, *Food Coupons, received* and A/C 16094, *Food Coupons, Ending Inventory*. Also, post to a Form 3295, one for each denomination.

IV. Issuing Unit Procedures.

A. Memorandum Receipt principle rather than the fixed credit or flexible accountability method, will be used below the post office level. Stations, branches, and main office window units will requisition and RECEIPT FOR bulk quantities of Food Coupons using Form 3508. Principal Issuance clerks (usually one at each outlet) will also requisition on Form

3508. Auxiliary issuance clerks (usually required for 2 or 3 days at the 1st of a month) will be furnished a predetermined supply. Form 3508 will be used for documentation and receipt. These auxiliary accounts will be liquidated as soon as practicable each month.

B. Issuance Clerk (Principal).

1. Requisition from supervisor on Form 3508.

2. Verify shipment, sign *Received* block, and return receipted copy to supervisor.

3. At close of each business day run a tape of the ATP's transacted; Show of ATP's processed; Face value of issuances and cash collected. List the face value of each issuance, and the cash requirements for each issuance, (including 0.00 for no cash issuances). Write *Food Coupons* at the top of the tape, sign and date it, and affix it to the bundle of ATP's. NOTE.—ATP's must be prepared in bundles of 50 at the lowest echelon. Each bundle of 50, and the residue bundle, will have a covering tape as described in this section.

4. Turn in the ATP's, cash and the tape to the supervisor or designated clerk in accordance with local

| POST OFFICE REPORT ROUTING SLIP | | RECEIPT OFFICE OR ROOM NO. | | <input type="checkbox"/> APPROV. <input type="checkbox"/> REQUISITION <input type="checkbox"/> ORDER <input type="checkbox"/> AS IN <input type="checkbox"/> AS REQUIRED <input type="checkbox"/> INFORMATION <input type="checkbox"/> MAIL AND RETURN <input type="checkbox"/> MAIL AND FILE <input type="checkbox"/> INFORMATION <input type="checkbox"/> INFORMATION <input type="checkbox"/> INFORMATION ONLY | |
|---|--|-------------------------------|--|---|--|
| TO: (Next Higher Reporting Unit) | | | | | |
| FROM: (Person or Unit Reporting Inventory) | | | | | |
| DATE | | | | | |
| Food Coupon Inventory as of C.O.B. _____ Date: _____ | | | | | |
| # Books | | Value | | | |
| _____ @ 2.00 | | _____ | | | |
| _____ @ 3.00 | | _____ | | | |
| _____ @ 10.00 | | _____ | | | |
| _____ @ 30.00 | | _____ | | | |
| _____ @ _____ | | _____ | | | |
| Total Value | | _____ | | | |
| I certify that the number of Coupon Books was determined by actual count. | | | | | |
| Witness: _____ | | (Signature) _____ | | | |

Exhibit E

Continued on p. 5

Continued from p. 4

instructions for clearing window clerks. The supervisor or clearing clerk will re-run the ATP's before issuing a receipt.

5. On the last issuance day of each month, take a physical inventory of the Food Coupons on hand, by denomination. Record it on the lower portion of your copy of Form 3508; also furnish the information to your supervisor by memo (Form 13) unless the supervisor takes the inventory with you.

6. Requisition additional Food Coupons as required.

C. Issuance Clerk (Auxiliary).

1. Verify supplies of coupons and sign Form 3508. Retain the duplicate for your record.

2. Same as 3 and 4, IV, B, above.

3. On your last sale day take a physical inventory of the unissued Food Coupons by denomination, record on the lower portion of your copy of Form 3508.

4. Turn in unissued coupons to your Supervisor who will receipt for them by signing your copy of Form 3508.

5. Retain the daily clearance receipts along with the receipted Forms 3508 for your records.

D. NCO's, Stations, Branch, and Main Office Window Units.

1. Requisition food coupons from designated custodian on Form 3508.

2. Upon receipt, verify shipment, sign ORIGINAL of Form 3508 and return to designated custodian. DO NOT PICK UP IN ACCOUNTABILITY SECTION OF FORM 1412A.

3. Post the total value of the coupon books received to your Food Coupon Receipts and Issuance Record (exhibit A).

4. Distribute to issuance clerks as per B and C above. DO NOT reduce balance on Food Coupon Receipts and Issuance Record.

5. Clear issuance clerks daily as in B and C above. A 100 percent verification of the ATP totals (cash, coupons, and number of ATP's) is essential. Prepare ATP's in packages of 50; affix a tape to each such package as directed in IV, B, 3, above. Postmark and SIGN the tape. Securely bind the package in a manner similar to paper money. Packages of less than 50 will be secured only with a rubber band. The accounting

| U.S. POSTAL SERVICE | | | | | |
|---|--------------------------|-----------|----------|---------|----|
| FOOD COUPON ACCOUNT | | | | | |
| FOOD COUPON RECEIPTS & ISSUANCES | | | | | |
| EXPLANATION | 19 <u>73</u> Mo., Day | RECEIVED | ISSUED | BALANCE | |
| On Hand | 7/1 | | | 10 000 | -- |
| Issued to Participants | 7/2 | | 1 800 -- | 8 200 | |
| " | 7/3 | | 1 100 -- | 7 100 | |
| " | 7/5 | | 1 200 -- | 5 900 | |
| " | 7/24 | | 200 -- | 1 200 | |
| Shipment Rec'd | 7/25 | 10 000 -- | | 11 200 | |
| Monthly Summary | | 10 000 -- | 8 800 -- | 11 200 | |
| NOTE - Summary includes transactions not shown. | | | | | |

PS Form 3508 May 1971 25

U.S. GOVERNMENT PRINTING OFFICE: 1971-O-428-704

Exhibit A (Maintained at Issuance Unit)

| U.S. POSTAL SERVICE | | | | | |
|--|--------------------------|----------------------|----------------|----------------|-------------|
| FOOD COUPON ACCOUNT | | | | | |
| FOOD COUPON TRANSACTIONS | | | | | |
| EXPLANATION | 19 <u>73</u> Mo., Day | Number ATPs RECEIVED | Coupons ISSUED | Cash Collected | EXPLANATION |
| | 7/2 | 20 | \$1 800 -- | \$840 -- | |
| | 7/3 | 13 | 1 100 -- | 470 -- | |
| | 7/5 | 14 | 1 200 -- | 485 -- | |
| | 7/24 | 3 | 200 -- | 78 -- | |
| MONTHLY TOTAL | | 76 | \$8 800 | \$2 473 -- | |
| NOTE: Totals include transactions not shown. | | | | | |

PS Form 3508 May 1971 25

Exhibit B (Maintained at Accounting Unit)

unit will consolidate such packages into securely bound "50's".

6. Run a summary tape, in duplicate, of the packages of ATP's being submitted. Write "Food Coupons" on the top of the tapes, postmark them to identify your station. Post the cash collected to A/C 16631 on the unit 1412A (or 1412) and include the cash in your deposit of funds. Retain the duplicate tape with the station copy of Form 1412A. Post the face value of the coupons issued to participants in your Record of Food Coupon Re-

ceipts and Issuances (exhibit A). Retain the detail tapes prepared by each clerk as a temporary record in the event of a difference being reported by the accounting unit.

7. Affix 1 copy of the summary tape to the ATP's and send by registered mail to the accounting unit. Record the register number on your record of the tape. (ATP's should be on the same Dispatch as the Form 1412A, since they are support documents.)

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Continued from p. 5

8. On the last issuance day of each month take a physical inventory of the undistributed coupons. Verify inventory taken by issuance clerks at least *once* each quarter. Combine clerks inventory with undistributed coupon inventory. List by denomination and by total. Send on Form 13 to the accounting unit; retain a copy.

9. On the last issuance day of each month, reconcile coupon issuances by comparing the net inventory change to the issuances as recorded in the station Record of Food Coupon Receipts and Issuances (exhibit A).

V. Accounting Unit (Associate Office).

A. Establish a record of food coupon transactions (number of transactions, face value of issuances, cash collected) by issuing unit, on a Form 25, or other suitable ledger sheet (exhibit B). Maintain totals by calendar month. Post daily from tapes submitted with the transacted ATP's. **PROVE TOTAL CASH COLLECTED TO CONSOLIDATED FORMS 1412/1412A, A/C 16631.**

B. Spot check the accuracy of the packages of ATP's by an actual rerun of a 10 percent sample of the packages submitted. Prepare a schedule to insure sampling of every reporting unit each month. Any discrepancies will be resolved by the accounting officer (or equivalent) and the submitting unit.

C. Run the grand total of the value of coupons issued and post to cash-book as a disbursement in A/C 16093, Food Coupon Issuances to Participants. Reduce Ending Inventory A/C 16094, accordingly.

D. Each week and on the day following the last issuance date each month, forward ATP's to the SCF accounting unit via Registered Mail. Include a recap tape (in duplicate) showing number of ATP's transmitted, face value and cash value. Endorse tape as in IV, D, 6, above. SCF will acknowledge.

E. Immediately following the last issuance date of each month prepare a summary of food coupon activity and mail to the SCF accounting unit (exhibit C).

VI. Accounting Unit (SCF Post Office). In addition to the procedures described in section V, A through

SUBJECT: Food Coupon Activity
Month of _____, _____

TO: SCF Manager

ATTN: Accounting Unit

1. Physical Inventory of Food Coupons as of COB _____.

| | | |
|-------|------------|-------|
| _____ | @ 2.00 \$ | _____ |
| _____ | @ 3.00 \$ | _____ |
| _____ | @ 10.00 \$ | _____ |
| _____ | @ 30.00 \$ | _____ |

2. Recap of transactions

- a. Number of ATP's _____
- b. Value of Coupons Issued _____
- c. Cash Collected _____

3. I certify that the coupon books reported in 1, above, was determined by actual count; that the ATP's reported in line 2a have been transferred to your office; and that the cash reported in line 2c is recorded in A/C 16631 as follows:

| | | | |
|--------------|-------------|-----------|-------------------|
| Previous A/P | <u>XXXX</u> | <u>XX</u> | (Inclusive dates) |
| Current A/P | <u>XXXX</u> | <u>XX</u> | (Inclusive dates) |
| Total | <u>XXXX</u> | <u>XX</u> | (Month of _____) |

Postmaster _____

P.O. Name _____

Exhibit C

C for its own issuances, the SCF accounting unit will:

A. Verify and acknowledge ATP's received from the associate offices.

B. Forward ATP's as directed by the agency via registered mail.

C. Compile all necessary data from reports submitted by associate offices and from the SCF post office to complete the *monthly* Food Coupon Re-

port, Form FNS 250, and the monthly Certificate of Deposit, SF 209.

VII. Form 3508. (See exhibit D). Postmasters of SCF and associate post offices will requisition an initial supply of Form 3508 *Requisition for Retail Items other than Stamps*, from Supply Centers on Form 4750, *Special Requisition For Supplies*. Additional

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**A MAILBAG IS USED 10-15 TIMES A YEAR
—YOU CAN KEEP IT IN SERVICE 15 YEARS**

U.S. POSTAL SERVICE

REQUISITION FOR RETAIL ITEMS (Other than Stamps)

FROM: (Requesting Office)

DATE REQUESTED

REGISTERED NO.

REQUISITION NO.

DATE REQUIRED

SHIPPED BY (Signature)

DATE SHIPPED

WITNESSED BY (Signature)

TO: (Source of Supply)

SHIP TO:

| LN | ITEM NO. | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------------------------------------|----------|-------------|--------------------------|------|------------|--------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| | | | TOTAL | | | |
| REQUESTING OFFICE SIGNATURE AND TITLE | | | DATE RECEIVED | | | |
| | | | RECEIVED BY (Signature) | | | |
| | | | WITNESSED BY (Signature) | | | |

PS Form 3508

July 1973

Page _____ of _____

Exhibit D

requirements should be requisitioned on Form 7380, during regular requisitioning cycles. Form 3508 is restricted to the food coupon program pending further notice. Order a 3-month supply as follows:

- Two per issuance clerk per month.
- Three per issuance unit per month.
- Three per associate post office per month.
- Finance Department, 9-27-73.

WATCH OUT FOR THE OTHER GUY—
HE DECIDES WHETHER YOU LIVE OR DIE

All Post Offices

C.o.d. Service

Numerous complaints have been received regarding the omission of c.o.d. numbers on money orders prepared for payment of c.o.d. charges. Section 171.8b, *Postal Service Manual*, indicates that the complete c.o.d. numbers must be placed on the money orders in the space provided for that purpose. Clerks preparing these orders are reminded of the necessity for including these numbers so that customers will not continue to experience difficulty.—Customer Services Department, 9-27-73.

All Personnel Offices

Training Requests

Personnel preparing Form 1782, *Training Request Authorization and Record*, will record in block 43, *Comments*, the name of the payee. This will enable the Postal Data Centers to match the authorization with the invoice and make proper payment. A revision to Form 1782 will include a block to record this item.—Finance Department, 9-27-73.

All Postal Installations

Mailbag Equipment

In certain geographic areas, we are experiencing deficits of mailbag equipment which our customers require as well as our own requirements. All installations must make a special effort to keep their empty mailbag processing current and the on hand inventories reported accurately.—Logistics Department, 9-27-73.

All Postmasters

Domestic Order

Enforced by postmaster at city listed.

False Representation

State and city

Michigan, Detroit.

Name covered by order

Slam Products, Inc.,
& Box 35435.

—Judicial Officer, 9-27-73.

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

This current list is to be posted and used by window clerks. Destroy all previous notices. Interim notices of individual series received from the Inspection Service should be inserted in proper sequence pending publication of a new consolidated listing.

The Canadian Postal Administration has declared the following money orders void and they should not be cashed:

- All card type money orders.
- New style money orders 000,000,001 through 039,999,999.
- Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

NEW STYLE CANADIAN MONEY ORDER FORMS (No Prefix):

The new money order serial numbers consist of the first nine digits, reading from the left. The 10th digit (unit position) is a check digit only and is not to be construed at any time as part of the actual serial number.

| | | |
|----------------------------|----------------------------|----------------------------|
| 040,481,501 to 040,481,600 | 067,315,691 to 067,316,300 | 091,740,773 to 091,741,500 |
| 041,562,501 to 041,563,500 | 067,362,230 to 067,362,300 | 091,781,407 to 091,781,700 |
| 043,601,701 to 043,602,100 | 068,300,730 to 068,300,800 | 091,781,801 to 091,781,900 |
| 044,398,071 to 044,398,100 | 068,563,196 to 068,563,200 | 091,793,226 to 091,793,230 |
| 044,543,701 to 044,543,800 | 068,857,201 to 068,857,400 | 091,794,661 to 091,794,700 |
| 044,546,201 to 044,546,500 | 068,935,291 to 068,935,700 | 092,528,953 to 092,529,200 |
| 044,546,569 to 044,547,100 | 069,930,001 to 069,930,300 | 094,192,925 to 094,193,000 |
| 045,283,954 to 045,284,000 | 071,188,601 to 071,189,500 | 097,565,501 to 097,566,400 |
| 045,284,501 to 045,284,600 | 071,531,953 to 071,531,957 | 099,263,843 to 099,263,900 |
| 046,299,050 to 046,299,100 | 075,283,512 to 075,283,528 | 099,460,585 to 099,460,600 |
| 046,394,501 to 046,394,800 | 075,283,594 to 075,283,600 | 099,914,265 to 099,914,292 |
| 046,637,401 to 046,637,700 | 076,343,501 to 076,343,800 | 099,914,301 to 099,914,500 |
| 048,055,301 to 048,055,400 | 076,853,896 to 076,853,900 | 101,538,602 to 101,539,000 |
| 049,529,901 to 049,530,000 | 076,890,808 to 076,890,900 | 103,027,712 to 103,027,800 |
| 052,748,410 to 052,748,600 | 077,341,301 to 077,341,500 | 104,757,201 to 104,757,500 |
| 053,126,881 to 053,127,000 | 078,120,697 to 078,120,700 | 104,911,301 to 104,911,500 |
| 054,075,324 to 054,075,357 | 079,041,608 to 079,041,800 | 106,023,259 to 106,023,300 |
| 056,584,334 to 056,584,400 | 079,078,253 to 079,078,275 | 106,083,701 to 106,084,200 |
| 057,408,404 to 057,408,500 | 079,078,300 to 079,078,400 | 106,550,419 to 106,550,500 |
| 057,665,072 to 057,665,100 | 081,332,963 to 081,333,100 | 107,519,665 to 107,519,667 |
| 057,829,001 to 057,829,100 | 081,901,785 to 081,901,800 | 107,929,858 to 107,929,900 |
| 057,829,901 to 057,830,300 | 082,141,408 to 082,141,500 | 112,428,154 to 112,428,400 |
| 058,641,516 to 058,641,600 | 083,712,421 to 083,712,600 | 116,755,601 to 116,756,200 |
| 059,277,101 to 059,277,300 | 085,264,301 to 085,264,900 | 119,531,501 to 119,531,600 |
| 059,359,906 to 059,359,999 | 085,982,395 to 085,982,400 | 120,742,680 to 120,742,800 |
| 062,457,614 to 062,457,700 | 087,408,501 to 087,409,100 | 120,995,920 to 120,996,000 |
| 063,358,201 to 063,358,400 | 087,497,301 to 087,497,400 | 128,201,700 to 128,202,100 |
| 064,463,292 to 064,463,300 | 087,675,468 to 087,675,496 | 129,360,793 to 129,360,800 |
| 064,959,263 to 064,959,281 | 088,573,791 to 088,573,900 | 130,765,301 to 130,765,400 |
| 065,432,828 to 065,433,000 | 090,981,378 to 090,981,400 | 131,136,851 to 131,136,900 |
| 066,148,996 to 066,149,000 | | 134,846,101 to 134,846,200 |

—Customer Services Department, 9-13-73.

GREEN SECURITY POUCHES MUST BE RETURNED TO
CONCENTRATION POINTS—NOT STORED IN
HAMPERS

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.

| | | |
|------------------------------|--------------------------------|--------------------------------|
| 111,376,554 to 111,376,699 | 3,914,884,465 to 3,914,885,999 | 5,798,177,326 to 5,798,177,499 |
| 114,011,337 to 114,011,849 | 3,917,087,308 to 3,917,087,349 | 5,798,390,450 to 5,798,390,499 |
| 114,229,150 to 114,229,849 | 3,917,185,850 to 3,917,185,899 | 5,799,478,500 to 5,799,479,999 |
| 121,968,244 to 121,968,299 | 3,917,271,200 to 3,917,271,349 | 5,806,140,822 to 5,806,140,899 |
| 122,851,234 to 122,851,299 | 3,917,491,137 to 3,917,491,299 | 5,815,989,298 to 5,815,989,399 |
| 124,450,066 to 124,450,199 | 3,993,150,005 to 3,993,150,049 | 5,817,682,281 to 5,817,682,399 |
| 125,833,650 to 125,833,799 | 3,995,593,050 to 3,995,593,099 | 5,823,755,734 to 5,823,755,806 |
| 923,904,133 to 1,923,905,999 | 3,999,461,159 to 3,999,461,189 | 5,825,066,370 to 5,825,066,381 |
| 940,484,700 to 1,940,485,449 | 4,000,490,300 to 4,000,490,324 | 5,825,121,471 to 5,825,121,599 |
| 961,462,068 to 1,961,462,499 | 4,002,690,450 to 4,002,690,499 | 5,825,526,850 to 5,825,526,999 |
| 013,337,788 to 2,013,337,999 | 4,002,991,250 to 4,002,991,649 | 600,790,950 to 600,791,249 |
| 013,711,581 to 2,013,711,699 | 4,003,639,400 to 4,003,639,749 | 600,847,100 to 600,847,349 |
| 014,577,195 to 2,014,577,499 | 4,004,131,050 to 4,004,131,249 | 606,022,050 to 606,022,249 |
| 024,236,154 to 2,024,236,199 | 4,008,050,550 to 4,008,051,999 | 73,764,000 to 73,767,999 |
| 024,875,395 to 2,024,875,999 | 4,008,052,000 to 4,008,052,849 | 7,514,290,319 to 7,514,291,499 |
| 029,555,700 to 2,029,555,899 | 4,008,052,850 to 4,008,054,249 | 7,544,018,500 to 7,544,019,399 |
| 034,009,168 to 2,034,009,199 | 4,008,054,250 to 4,008,055,799 | 7,557,598,450 to 7,557,598,799 |
| 034,215,108 to 2,034,215,649 | 539,427,650 to 539,428,049 | 7,557,943,250 to 7,557,944,049 |
| 034,241,000 to 2,034,241,149 | 540,304,321 to 540,304,499 | 7,571,982,062 to 7,571,982,099 |
| 041,216,507 to 2,041,216,536 | 583,167,400 to 583,167,999 | 7,575,752,572 to 7,575,752,599 |
| 042,845,079 to 2,042,845,099 | 594,683,268 to 594,683,299 | 7,577,399,600 to 7,577,399,640 |
| 044,407,917 to 2,044,407,955 | 599,543,500 to 599,543,999 | 7,583,570,600 to 7,583,570,799 |
| 753,553,213 to 2,753,553,399 | 5,575,546,413 to 5,575,546,499 | 7,584,368,257 to 7,584,368,299 |
| 754,501,781 to 2,754,501,809 | 5,611,934,000 to 5,611,935,999 | 7,585,987,038 to 7,585,987,099 |
| 755,707,338 to 2,755,707,399 | 5,646,932,000 to 5,646,933,999 | 7,585,998,400 to 7,585,998,499 |
| 756,795,650 to 2,756,796,249 | 5,647,270,759 to 5,647,271,999 | 7,592,004,273 to 7,592,004,299 |
| 759,101,200 to 2,759,101,499 | 5,656,140,000 to 5,656,143,999 | 7,595,577,897 to 7,595,578,549 |
| 810,433,250 to 3,810,433,349 | 5,656,522,036 to 5,656,525,999 | 7,595,759,250 to 7,595,760,149 |
| 822,851,800 to 3,822,852,999 | 5,659,292,000 to 5,659,293,999 | 7,595,853,176 to 7,595,853,211 |
| 845,695,000 to 3,845,695,999 | 5,659,763,800 to 5,659,765,299 | 7,597,521,455 to 7,597,521,499 |
| 850,802,900 to 3,850,803,999 | 5,666,020,000 to 5,666,021,999 | 7,598,339,064 to 7,598,339,199 |
| 860,606,800 to 3,860,607,749 | 5,671,762,600 to 5,671,763,999 | 7,598,550,400 to 7,598,550,699 |
| 865,679,740 to 3,865,680,449 | 5,674,407,000 to 5,674,410,499 | 7,601,425,400 to 7,601,425,999 |
| 866,798,050 to 3,866,798,799 | 5,692,340,350 to 5,692,341,849 | 7,607,637,250 to 7,607,637,349 |
| 870,420,281 to 3,870,420,599 | 5,694,032,000 to 5,694,033,999 | 89,044,000 to 89,046,999 |
| 883,236,411 to 3,883,237,249 | 5,694,251,950 to 5,694,253,249 | 8,333,694,000 to 8,333,695,999 |
| 886,882,767 to 3,886,882,787 | 5,697,680,050 to 5,697,680,899 | 8,347,462,300 to 8,347,462,499 |
| 890,800,050 to 3,890,800,949 | 5,730,585,350 to 5,730,586,449 | 8,385,495,672 to 8,385,495,699 |
| 895,752,473 to 3,895,752,999 | 5,733,457,000 to 5,733,457,999 | 8,598,419,777 to 8,598,419,799 |
| 897,680,207 to 3,897,680,350 | 5,734,520,545 to 5,734,521,399 | 8,600,803,923 to 8,600,803,949 |
| 900,372,912 to 3,900,373,149 | 5,737,799,850 to 5,737,800,499 | 8,601,391,249 to 8,601,391,300 |
| 900,760,920 to 3,900,760,987 | 5,739,290,150 to 5,739,290,899 | 8,604,364,400 to 8,604,364,449 |
| 903,103,381 to 3,903,103,399 | 5,757,250,874 to 5,757,251,199 | 8,607,522,257 to 8,607,522,399 |
| 903,215,449 to 3,903,215,499 | 5,766,829,750 to 5,766,831,149 | 8,607,787,975 to 8,607,787,999 |
| 905,092,719 to 3,905,093,149 | 5,777,753,300 to 5,777,753,749 | 8,610,820,850 to 8,610,821,599 |
| 909,406,197 to 3,909,406,449 | 5,783,377,860 to 5,783,377,999 | 8,611,028,150 to 8,611,028,249 |
| 909,527,395 to 3,909,527,499 | 5,783,461,685 to 5,783,463,499 | 8,617,222,344 to 8,617,222,449 |
| 909,632,504 to 3,909,632,549 | 5,783,726,850 to 5,783,727,049 | |
| 912,422,150 to 3,912,422,199 | 5,786,678,709 to 5,786,678,949 | |
| 914,599,677 to 3,914,599,799 | 5,792,786,950 to 5,792,787,199 | |

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.

| | | |
|-------------------------|--------------------------|--------------------------|
| 607539030 to 1607539099 | 1621103654 to 1621104999 | 1623497736 to 1623498499 |
| 607554653 to 1607554699 | 1620558300 to 1620558499 | 1624377480 to 1624377499 |
| 613379846 to 1613378959 | | |