

# US Postal Laws & Regulations

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Year: 1887

Newspaper stamps



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requirement. The requisition must be signed with ink by the postmaster himself; except that, if he be sick or absent, the assistant may sign the postmaster's name, adding his own as assistant, thus:

RICHARD ROE, *P. M.*,

By JOHN DOE, *Assistant P. M.*

Unless the blank be so properly filled out and signed the requisition will not be honored, but returned for correction, whereby delay will ensue. The requisition must be forwarded to the Third Assistant Postmaster-General (Stamp Division).

**Sec. 166. First Requisitions for Newspaper Stamps.**—When newspaper and periodical stamps are for the first time ordered, the requisition should be accompanied with a copy of the publication for the mailing of which the stamps are desired, to enable the Department to determine its admissibility to the mails at second-class rates. Unless such a requisition is so made for stamps, as soon as the first newspaper or periodical published to be mailed at the office is presented for mailing, the postmaster will be held for the difference in postage if the publication be adjudged inadmissible at second-class rates.

NOTE.—As to the duty of the postmaster respecting the entry of new publications as second-class matter, see sections 333-336.

**Sec. 167. Requisitions for Special-Request Envelopes.**—Requisitions for special-request envelopes must be made by postmasters immediately upon receiving orders from parties wanting them, at whatever time in the quarter it may be, and upon the blank form (No. 3202) furnished by the Department for the purpose.

When money, which has been paid to a post-office upon an order for special-request envelopes, is lost or embezzled, the envelopes will be furnished according to the order, and the postmaster held for the money if the loss be chargeable to the fault of himself, his clerks, or employés.

See Sausser's case, 9 Ct. Claims R., 338; Bank of Boston v. U. S., 10 Id., 519; Garfide v. U. S., 11 Id., 601; McCollum v. U. S., 17 Id., 102; Pierce v. U. S., 7 Id., 65; The Floyd Acceptances, 7 Wall., 666.

**Sec. 168. Rules Governing the Supply of Special-Request Envelopes.**—The following rules will be strictly adhered to in connection with the supply of special-request envelopes:

1. Neither superscriptions nor special devices of any kind will be printed.
2. The printing of cards and requests across the end has been discontinued. In future they will be printed on the upper left-hand corner only.
3. Business avocations or employments will be excluded from cards and requests.

Postmasters should be accommodating, but are not required to lose the fractions of cents in selling; if the postmaster cannot readily make change the purchaser must tender the exact price of the quantity wanted.

**Sec. 176. Exchange of Postage Stamps Prohibited.**—The exchange of postage stamps or stamped envelopes for those of other denominations to accommodate private parties is strictly prohibited, except in redemption of stamped paper as provided in section one hundred and eighty-one.

**Sec. 177. Postmasters not Required to Accept Mutilated Currency.**—Postmasters are not required by law to redeem or accept in payment of post-office dues, money orders, stamps, or stamped envelopes, any currency which may be so mutilated as to be uncurrent; nor is it any part of their duty to receive and transmit to the Treasury for redemption, mutilated currency belonging to individuals, except as regular mail matter, forwarded in the usual manner, at the risk of the owner, postage prepaid. Such packages are entitled to registration without fee. (Section 1047.)

**Sec. 178. What Money not Receivable.**—Foreign gold and silver coins, not being a legal tender in the United States, should not be accepted by postmasters, nor should they accept any coins which have been mutilated (perforated or abraded), because the Treasury Department will not receive such coins. If counterfeit money be accepted the postmaster must bear the loss. Minor coins of the United States—five cent, three-cent, and one-cent pieces—are legal tender to the amount of twenty-five cents. (See section 187, *note*.)

**Sec. 179. Newspaper and Periodical Stamps** are never to be sold to any persons, nor loaned to other postmasters. Their only proper use is to be affixed and immediately canceled on the stub of each receipt given for second-class matter accepted for mailing, at the rate of one cent a pound or fraction thereof. The exact amount should be affixed by using stamps of different denominations, and the stamp must not be cut to alter its value. Ordinary stamps cannot be used for this purpose. Second-class matter, elsewhere defined, must be brought to the post-office and there weighed in bulk, and the true weight stated in the receipt and stub, which will be furnished by the Department in convenient book form. For convenience the postmaster may receive from the publisher of a daily newspaper the deposit of sufficient money in advance to pay more than a single mailing, but must affix the proper stamps to the stub representing each mailing, charging the deposit accordingly, and never exceeding it. Postmasters must return punctually at the end of every quarter, to the Third Assistant Postmaster-