**Department of Natural Resources**

***Production Support Services Mail Bundling Form***

|  |  |  |
| --- | --- | --- |
| Date: | Click or tap to enter a date. | |
| Agency: | | Choose an item. |

|  |  |  |  |
| --- | --- | --- | --- |
| **No. of Pieces** | **Type** | **Mail Account** | **Comment** |
|  | Regular | Choose an item. |  |
|  | Certified | Choose an item. |  |
|  | Flats | Choose an item. |  |
|  | Other | Choose an item. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Agency Personnel: | |  | |
| Phone Number: |  | |  |

|  |  |  |
| --- | --- | --- |
| Signature of Fiscal Personnel: |  | |
| Date/Time delivered to outgoing mail bin: | |  |

**\*\*The completed form must be attached to mail bundle.\*\***

**Preparing mail for drop-off to Fiscal:**

1. Count mail by “Type” and record the number of pieces.
2. Select the appropriate mail account for which the charges should be posted.

\*\*It is recommended that mail be sorted by account and one form be completed for each.\*\*

1. Use the “Comment” field to note any additional information that pertains to cost of postage.
2. Sign the form and provide a phone number to be used by Fiscal or PSS personnel, should there be questions. Please ensure that the signature is legible.
3. Attach the form to the mail bundle and drop it in the Accounts Payable inbox.

Fiscal staff will contact the preparer should they have any questions or find any significant discrepancies on the form. A copy of the completed form will be made for agency personnel and placed in the appropriate mail bin. Mail will then be placed for pick-up by PSS Mail Couriers.