

# Auxiliary Enterprises/Campus Mail Services

## Campus Mail Charges

Bulk Mail, Postage Due, Business Reply and Meter Mail charges are billed back to the proper departments at the end of each month.

1. Bulk Mail charges are calculated from ULM's Mailing Authorization Form and PS Form 3602-N1 that is supplied by the vendor providing the service.
2. Postage Due and Business Reply charges are calculated from P.S. 3582-C that is supplied by the US Post Office.
3. Metered Mail charges are calculated from a report printed at the end of each month by a Pitney Bowes Connect Plus 3000.
4. Charges are then totaled by departmental account number and sent to the Controller's Office in an Excel spreadsheet where they are charged to the departments. The total amount of these charges is reimbursed to Campus Mail. This transaction is verified on Banner by Campus Mail personnel.
5. Foundation accounts are invoiced. When payments are received, they are deposited at LACAP into the Campus Mail account. The transaction is verified in Banner by Campus Mail personnel.