



COMMERCIAL MAIL FREQUENTLY ASKED QUESTIONS

WHAT IS HAPPENING WITH THE METER LEASES?

WSU Extension is obligated by contract to continue lease payments through 09/30/10. The payment for the leases will be the responsibility of WSU Extension administration.

WILL COUNTIES RECEIVE A MAIL ALLOCATION IN FY10?

Mailing allocations were eliminated in FY10 due to budget reductions. Allocations will not be funded centrally.

MAY I CARRY FORWARD AND USE ANY REMAINING BALANCES?

Yes. Balances on your meter, at the post office and on your monthly statement from WSU Extension may be carried forward for future use.

IF I HAVE COUNTY, GRANT OR OPERATIONS FUNDS AVAILABLE MAY I USE THOSE TO ACCESS POSTALIA FOR DOWNLOADS?

Yes. If using county funds, mail a check to Mary Hoffman; if using WSU grant, operations or other funds, contact Mary Hoffman. Please note that if you chose to purchase postage with grant funds, the postage must be in support of deliverables of that specific grant.

IF I HAVE GRANT OR OPERATIONS FUNDS AVAILABLE MAY I USE THOSE TO PAY FOR BULK MAIL?

Yes. E-mail a completed Washington State Invoice Voucher to ext.puyallup@wsu.edu at least 10 days prior to your mailing. Type Special Endorsement in the vendor/claimant signature box. Specify that you want the check mailed to your county in the body of the voucher. The Puyallup Office will e-mail it to Accounts Payable to have the check cut. Please note that if you chose to purchase bulk mail grant funds, the bulk mailing must be in support of deliverables of that specific grant.

WHAT SHOULD I DO WITH A METER THAT WON'T BE USED?

Please notify Mary Hoffman and ship the meter to her at PO Box 646421, Pullman WA 99164-6241.

07/01/09