

Instructions for Purchasing Postage

This information was provided by the Manager of Mail Services, the campus subject expert on all matters related to sending and receiving mail and small packages via USPS or campus mail. The Mail Services website <http://mailservices.berkeley.edu> is your primary campus resource for sending and receiving mail and small packages.

Postage stamps

Place your order for postage stamps via the campus Mail Services website using your chartstring to pay for your purchase. Various denominations in a limited number of design styles are available. A particular design can be ordered on your behalf from the Post Office for a \$35 handling fee.

Your postage stamp order will be delivered in about one to two business days. You may also pick up your purchase in person; call Mail Services at 3-6245 to make this arrangement. You may purchase up to \$70 in postage per month from Mail Services. Contact Mail Services directly to discuss an exception to this limit if you have a special need.

Bulk mailings

Bulk mailings are processed by Mail Services. You have the choice of affixing a first-class stamp to your envelopes, giving them the look of personal mail, or using the bulk mail permit imprint.

Reimbursement for postage purchases

Postage purchased with University funds should be obtained from Mail Services in accordance with Business and Finance Bulletin BUS-65: Guidelines for University Mail Services. A copy of this policy is available on the campuswide policies and procedures website: <http://campuspol.chance.berkeley.edu/>.

You will need the prior written approval of Mail Services to purchase stamps from another source. Without this pre-approval, your purchase is eligible for reimbursement only at the discretion of the Mail Services Manager. Use the Check Request Form to send your postage reimbursement request to Business Services.