

Purchasing Postage

THIS IS AN INFORMATIONAL DOCUMENT FOR THE PURCHASING OF POSTAGE

TO USE AN eVA PURCHASE ORDER to record a postage purchase proceed as follows:

“You may elect to record a postage transaction amount in Eva for the purchase of postage from USPS by selecting **United States Postal Service** as the vendor. Use the default selection R01 in the PO category area on the requisition screen. **Note: Using this method only records the purchase of postage in eVA to indicate the commodity spend amount.** eVA does **not** transmit orders directly to the USPS. Orders must be hand delivered/regular mail/overnight delivered with payment in order to receive postage. Agencies are not charged eVA fees for recording a postage purchase from USPS through eVA.

Pitney Bowes Postage-By-Phone

The following applies to Pitney Bowes Postage-By-Phone meters/postage accounts only:

Pitney Bowes offers two options available to prepay postage. Checks may be deposited to the USPS account at Citibank or to the USPS Reserve Account at Pitney Bowes bank. The advantage to using the Pitney Bowes bank is that funds deposited in the Pitney Bowes bank receive a 1% rebate on deposit balances. **Do not** issue purchase orders in eVA to Pitney Bowes for postage.

To use either of these banks to purchase postage proceed as follows:

Checks should be made payable to either USPS (Citibank deposits) or USPS Reserve Account (Pitney Bowes deposits). In both instances, the Postage-by-Phone account number must be referenced on the check or be accompanied by a deposit coupon. This ensures the correct prepay account is funded accurately. Charge cards may **not** be used.

- (1) CITIBANK: To deposit funds at Citibank, send checks via **regular mail only** (Citibank charges the USPS a fee for overnight transactions, so the USPS does not want deposits made utilizing this method) to:

REGULAR MAIL
TRANSMITTAL (ONLY)

CMRS-PB
PO Box 7247-0166
Philadelphia, PA 19170-0166

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(2) PITNEY BOWES: To deposit funds at the Pitney Bowes bank, send checks regular mail or overnight to:

POSTAGE-BY-PHONE ACCOUNT # MUST BE ON THE CHECK

Regular Mail: *(make check payable to USPS Reserve Account)*
Reserve Account
P.O. Box 856056
Louisville KY 40285-6056

Express Mail: *(make check payable to USPS Reserve Account)*
Reserve Account
5101 Interchange Way
Louisville KY 40229

POSTAGE-BY-PHONE ACCOUNT # MUST BE ON THE CHECK

BANK WIRES:

Follow these instructions...

Destination Bank:	National City Bank of Kentucky
Routing Number:	083000056
City, State:	Louisville KY
FDN (Beneficiary):	Pitney Bowes Reserve Account
AC (Account Number):	754401126
OBI (Other Information):	(Account Name /PBP # _____)

FUNDS APPLIED SAME DAY IF WIRED BY 1PM EST WITH NO FEE

ELECTRONIC CHECKS (ACH Credit):

Remit to:	Postage By Phone®
Routing Number:	1240-8462-7
Credit to Account Number:	(POSTAGE BY PHONE ACCT #)
Company Name:	(CUSTOMER NAME)

To manage your account:

Go on PostagebyPhone.com to obtain Postage reports

Check writers may obtain coupon books on-line to insure prompt posting of postage checks, or include P-B-P account number on the check if no coupon is enclosed. (Note: you will need to register for this service.)