

PERMIT 93 & PERMIT 150 ON-LINE ACCOUNT

The University has an on-line account through the US Post Office called the PostalOne System for our Permit 93 and Permit 150 postage accounts. Both the CMU Mailroom and Printing Services have authorization to produce the postal statements to charge the cost center for these permits. By having this on-line account, Accounting Services has the information to make timely journal entries. Currently these entries are being done weekly.

If you have a large mailing that utilizes these permits (postage cost of over \$2,500 or 5,000 pieces), please contact Tricia Cotter in Accounting Services at x 7360 or at cotte1pj@cmich.edu to ensure that there is adequate postage on CMU's Permit 93 or Permit 150 postage account before processing those mailings.