The USPS is limiting the stamp stock we are allowed to have on hand at Station 17. We understand that this may have an effect on VUMC department mailings so we would like to offer some suggestions for alternative mailing methods.

Station 17’s meter mail system allows for the quick dispatch of outgoing mail without the purchase of stamps for each item. Mail is sent through one of Station 17’s postage meters, which prints the needed postage on the item. (see sample meter impression at right) Meter mail complies with USPS package security guidelines, since the meter impression number can be traced back to the meter that produced it.

**METER SLIP**

The most common way to send meter mail is with the Metered Mail Service form, shown here. (This item is generally referred to as a “meter mail slip”.)

NOTE: This form may be ordered as MC 4000, in packs of 50. For information about ordering go to: http://www.mc.vanderbilt.edu/copypost/metermail.htm

The meter slip should be fully filled out and attached to the mail piece or pieces to be sent out; the bundle may then be picked up by your campus mail carrier or placed in the Metered Mail slots in the Post Office Station 17 lobby, at the VCH mail room or at the TVC mailroom. In order for the charge to be processed correctly and your mail to be sent without delay, there are three critical points (numbered on the sample meter mail slip) that should be kept in mind when using this form:

1) fill in your contact information at the top of the form completely—this is critical in order to receive your archive copy
2) fill in account and budget number(s) completely
3) sign or get authorized signature in the “approved by” box

Because all of these points affect proper charging through the Vanderbilt accounting system, meter mail bearing a slip that is not correct in any of these respects may be returned unprocessed.

After your meter order is processed, you will receive an archive copy of your slip back by campus mail showing the charges made. Proper completion of your departmental contact information is essential for this.

(continued on back)
Please note regarding copies of the meter slip:
There is no copy of the meter slip for the Post Office to file. If you need a copy later for pullsheet reconciliation or other purposes, you will need to obtain one from the Department of Finance Archives. Contact them at 2-2381. From your pullsheet, provide the journal entry id, the month of the journal entry, and the meter slip number.

**METER TOKENS**
This is a small, round, blue sticker (see picture below) which can be purchased from Rhonda Cook in the Station 17 Post Office, in sheets of 120. Each token is always priced the same as a first-class stamp, currently 44 cents, which makes the price of one sheet of tokens $52.80.

When one is placed on the reverse side of an envelope, in the bottom center (as shown below), and sent to Station 17 as meter mail, this is accepted as evidence of postage payment and the letter is metered and sent out. Tokens cannot be used on parcels or any other item that would require more than one first-class stamp to send.

Meter tokens are designed for use by departments that have security concerns about keeping actual stamps on hand. They are also convenient for sending one or just a few letters instead of completing a meter mail slip. Station 17 meter tokens are not good at any other post office and so have no value except for VUMC business.

An important point to note:
Letters bearing this meter token MUST BE SENT TO STATION 17 AS METER MAIL. This means, either bundled and picked up by your campus mail carrier, or placed in the Metered Mail slots in the Station 17 lobby, at the VCH mail room or at the TVC mailroom.

Such items CANNOT BE SENT DIRECTLY TO THE U.S. POSTAL SERVICE. If placed in any U.S. mail slot or box, they will be returned as postage-due mail. If you decide to use tokens, please be sure all your staff understand this.

For more information about metered mail see: [http://www.mc.vanderbilt.edu/copypost/metermail.htm](http://www.mc.vanderbilt.edu/copypost/metermail.htm).