

Office of Management and Budget
Payroll and Miscellaneous Fiscal Policies

August 1, 2007

Policy 111 - Postage Meters

All state agencies, departments, and institutions requesting to lease or rent a postage meter must comply with NDCC 54-06-18. Each state agency, department, or institution authorized by the director of OMB to lease or rent a postage meter shall maintain records as the director may require, and allow the inspection of those records on request.

An annual report identifying total postage used during the calendar year must be submitted to Facility Management by February 15 of each year.

Facility Management will keep a record of the identification numbers of all postage meters authorized for usage.

The University System is exempt from this statute and policy.