A. Introduction

The purpose of this policy is to establish guidelines for the utilization of postage stamps. It is the responsibility of University of Colorado Denver (UCD) department heads and principal investigators to monitor postage stamp inventory maintained within their departments to ensure that no violation of this policy occurs. This policy applies to the maintenance of a postage stamp inventory purchased with funds under the control of UCD. In this policy, funds under the control of UCD include funds recorded in any program or project of the University's financial system and postage stamps include stamps, pre-stamped envelopes, and postage metering devices.

B. Policy

Because of the potential for misuse, postage stamps should be used only for low quantity, UCD mailings. Postage stamps purchased with UCD funds should not be sold or used by employees for their personal use. Any inventory of postage stamps on hand should be kept to a minimum and should be in the possession of an employee designated by the department head. The postage stamp inventory should be maintained in a locked container in a locked cabinet or drawer and only accessed by the designated employee.