

# Postage Payments

**Use:** Postage payments are payments made to refill postage accounts benefiting the USDA, either managed by the United States Postal Service (USPS) or the USDA.

The USDA currently makes two types of postage payments, commonly referred to as Centralized Account Processing System (CAPS) and Postage (PSTG).

**CAPS** payments are to replenish postage trust accounts at US Post Offices (USPO) to fund services including, but not limited to, Permit Imprint, Business Reply Mail, and Merchandise Return Service. Individuals on behalf of the USDA drop off packages with their CAPS account identified on them. Then, USPO applies postage and deducts the cost from the respective account. Funds must be deposited to the CAPS accounts prior to mailing. Not all USDA programs are eligible for a CAPS account. For more information on CAPS, visit: <http://caps.usps.gov/capsover.asp>

**PSTG** payments are to replenish postage meters managed by USDA offices. These meters print postage directly on mail or postage labels to adhere to mail items, and draw down the balance on the postage meter. PSTG payments do not include the purchase/lease of the mailing machines, or the purchase of non-meter postage. For more information on PSTG, visit: <https://www.usps.com/business/postage-meters.htm>.

## **Please note the following instructions:**

1. These instructions were developed for specific agencies of the USDA, currently APHIS, AMS and GIPSA. If you work for an agency other than APHIS, AMS and GIPSA, please check with your agency for their requirements.
2. The following items are required for the Financial Operations Services Team (FOST) to process an obligation and/or payment:
  - **Quote, Invoice, or Equivalent**, including:
    - Date of Receipt by APHIS
    - Vendor Name
    - Vendor Address
    - Vendor Phone
    - Amount
    - Signature of Approving Official
    - Obligation Number, if previously obligated\*
    - **PSTG:** the postage by phone account number and the mail machine serial number
    - **CAPS:** the permit number and the CAPS account number
  - **FMMI Vendor Code** (if known), or one of the following:
    - Tax Identification Number (TIN)
    - Dunn and Bradstreet Number (DUNS)
    - the last four digits of the vendor's Social Security Number (SSN)
  - **FMMI Master Data**, for each accounting element breakdown, if applicable, including:
    - Fund
    - Fund Center
    - Functional Area
    - WBS Element, if applicable
    - Budget Period
    - Budget Object Code(s) (BOCs)
  - **[Electric Funds Transfer \(EFT\) Information](#)**, if new vendor or vendor banking has changed

**\*Note:** Payment requests must either be accompanied by an obligation request form or must reference an already established Purchase Order (PO) number.

3. Please be mindful not to submit a request twice, or your accounting code may be charged twice.
4. USDA APHIS, AMS, and GIPSA staff only:

Postage requests may be submitted via mail, fax, or email directly to an assigned staff member.

- FOST staff members who are assigned to process payments and answer questions regarding specific payments can be found at [FOST Assigned Duties](#).
- The mailing address, fax number, and employee phone and email information can be found at [Contact Us](#).