

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS DIRECTIVE

3410.2
REVISION 3

10/20/88

POST OFFICE BOX RENTALS

I. PURPOSE

This directive gives procedures for paying post office box rentals and gives postal policies regarding refunds of rentals paid on post office boxes under certain circumstances.

II. CANCELLATION

Cancel FSQS Directive 3410.2 dated 10/31/80.

III. REASON FOR REISSUANCE

- A. Subparagraph VIII.A. updated to provide new address for the Finance Division.
- B. Changes made throughout to update the editorial format and replace FSQS masthead.

IV. REFERENCE

FSIS Directive 2660.1, Mail Management

V. FORMS AND ABBREVIATIONS

The following will appear in shortened form in this directive:

AOSB	Accounting Operations and Systems Branch
BFD	Budget and Finance Division
PS Form 32	Box Rent Is Due
PS Form 1538	Receipt for Box Rent and Caller Service Fees
PS Form 3533	Application and Voucher Refund of Postage Fees
SF-1164	Claim for Reimbursement for Expenditures.

VI. GENERAL

Post office box rentals may be paid by the following methods

DISTRIBUTION: All Offices (Except IIC's and
Below)

OPI: Account Operations and
Systems Branch

- A. On an annual basis or quarterly where necessary.
- B. In advance on new rentals or renewals.
- C. With personal funds on a reimbursable basis. .
- D. By invoices processed through the BFD.

VII. **RENTING POST OFFICE BOXES**

FSIS Directive 2660.1 prescribes standards for renting post office boxes. Each post office box is rented with the understanding that:

- A. **Rent is to be paid** in advance for a full fiscal year (October 1 - September 30) or quarterly fractions thereof where necessary.
- B. **Rental charges** due at the beginning of a fiscal year on boxes rented on an annual basis must be paid before the end of the first quarter.
- C. **Rental charges** on boxes rented after the end of the first quarter will be paid in advance for the remainder of the fiscal year, unless rented for a shorter period.

VIII. **PAYING POST OFFICE BOX RENTAL**

Box holders will receive PS Notice 32, from their postmaster at least 10 days in advance of the due date. The notice will be postmarked and show the box number and the amount due. Payment may be made by one of these methods:

A. **Cash Payment.** Post office box rentals may be paid in cash and reimbursement claimed. To obtain reimbursement, use the PS Form 1538 or obtain other appropriate receipt from the postmaster. Present the claim on SF-1164. Submit approved SF-1164 and original receipt to:

+[Accounting Operations and
Systems Branch Budget and
Finance Division, FSIS, USDA
Room 0313, South Building
Washington, DC 20250]+

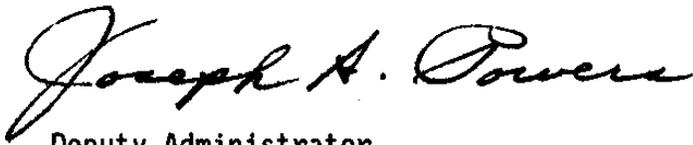
B. **Payment by Invoice Process.** When payment is by invoice process, the PS-32 will serve as the invoice.

1. Add the following to the information that appears on the invoice:
 - a. The rental period covered.
 - b. The accounting data chargeable.
2. Obtain approving official's signature.
3. Submit the PS-32 as prescribed in Subparagraph A:

IX. **REFUND OR UNUSED RENTALS**

A. If the need for a post office box ceases before the expiration of the prepaid rental period, the box holder may be entitled to a refund. No portion of a rental payment will be refunded when payment is made on a quarterly basis. If a box holder pays box rental for more than one quarter, and then surrenders the box before the end of the paid-up period, the box holder may apply for a refund of the unused portion.

B. To apply for a refund, use PS Form 3533. Box holders may receive refunds on box rent for all remaining full quarters within the current fiscal year. No refund will be made for the remaining portion of the quarter in which the box was surrendered. Refunds are to be made payable to USDA, FSIS, and mailed to BFD, AOSB. See VIII. Subparagraph A. Reason for refund should be indicated on check or accompanying documentation.



**Deputy Administrator
Administrative Management**