

**Lehigh University
General Accounting**

Purchasing Postage Stamps

Postage for miscellaneous department mailings can be purchased from the Mail Center at Campus Square during normal business hours. The purchase limit is \$400.00.

OneCard users are encouraged to use the OneCard for postage purchases.

The Postage/Petty Cash Expense form can also be used to purchase postage. Contact the Controllars Office at 83143 for a supply of forms. Complete the Postage section of the form and list the Banner index and account code (72310) to be charged. Obtain the approval signature of the Financial Manager or authorized signer. Take the completed form to the Mail Center with a University ID.