

CONSOLIDATED SEMI-ANNUAL POSTAGE EXPENDITURE REPORT

(USARC Suppl 1 to AR 25-51, the proponent agency is DCSIM)

FY: _____

RCS: ISC 76

1st Half

2d Half

DATE _____

FROM (Organization/City/State/Zip plus four)

	Column 1	Column 2	Column 3
I. Funds Breakout			\$
A. Total Funds Received			
B. Money Placed In Meters	\$		
C. Money Deposited in ADTA Accounts	\$		
D. Stamps Purchased (enter here and in II.B.(2))	\$		
E. Permits Purchased (enter here and in II.C.(3))	\$		
F. Funds (paid out) for Private Carriers this 6 months	\$		
G. Total (Add B thru F)			\$
II. Expenditures			
** A. Meter (take figures from PS 3602 booklet)			
(1) Ascending Amount-Close of Business (last day of reported 6 mo)	\$		
(2) Ascending Amount-Close of Business (last day of previous 6 mo)	\$		
(3) Total (subtract 2 from 1)		\$	
B. Commercial Stamps			
(1) Stamps on Hand - Close of Business (end of previous 6 mo)	\$		
(2) Stamps Purchased (during reported 6 mo)	\$		
(3) Stamps on Hand - Close of Business (end of reported 6 mo)	\$		
(4) Stamps Used ((1) plus (2), minus (3))		\$	
C. Other (Spent from ADTA)			
(1) Business Reply Mail	\$		
(2) Permit Mail	\$		
(3) Permits Purchased	\$		
(4) Total (Add (1) thru (3))		\$	
D. Private Carriers - Total Expended		\$	
E. Total Funds Expended During Reported 6 months (II.A.(3)+B.(4)+C.(4)+D)			\$
III. Funds on Hand			
A. Total of meter descending reading-Close of Business (last day of reported 6 mo - take from PS 3602 booklet)	\$		
B. Total stamps on hand (copy from item II.B.(3))	\$		
C. Balance in all ADTAs (I.C. minus II.C.(4))	\$		
D. Total funds on hand (add A thru C)			\$

* MSC leave blank on the consolidated report.

** If meter is replaced during reported 6 mo, calculate old meter and new meter separately in Remarks block and enter total of two meters in item II.A.(3).

IV. Remarks

V. Name, Signature, and Telephone Number of Individual Preparing Report