

Post Masters Billing - Vendor Payments

Please note the following announcement sent out in July 2017 is regarding billing for postage for any payments that are coded "AS" in PeopleSoft and mailed by the Auditor of State on behalf of the agency. In prior years, the postage had been paid up front by the Auditor of State and reallocated to each agency by a journal entry. Effective July 1, 2017, the process was changed to a direct bill for the postage.

From: Courtney Everett
Sent: Monday, July 10, 2017 2:41 PM
Cc: Brent Plunkett
Subject: PostMasters Billing - Vendor Payments

Agency CFOs and Fiscal Officers,

The Auditor of State's (AOS) office is transitioning its billing practices related to the State's QPA# 15183 for printing, mailing, scanning, and copying services with Post Masters.

Starting with your July Post Masters invoice, which should be received in August, a new department code will be listed under your postage report reflecting the charge that had previously been billed to you through the AOS. These are not new costs; they are costs that your agency has been paying, just through the AOS.

This change will increase efficiencies across agencies as we will reduce the number of hours in entering, routing and approvals, and reduce two payments for each agency to one. There will be no new or additional fees as a result of this change.

It is important that you understand how this will appear on you invoice. These charges will appear under the postage line. As you may already know, the "customer numbers" identify each charge to the appropriate entity. The contract's customer numbers starts with the number seven (7) then the next four digits are the business unit for the agency, and the last six digits are the department code. The department number for each business unit will be 000001 (except for Health (ISDH) and Workforce Development (DWD); ISDH will use 000002 and DWD will use 253700). Below is an example of what this will look like using IDOA. This will be exactly the same for your agency except your agency's business unit will be inserted in place of 0061.

For example using IDOA (70061000001):

7-0061-000001

7= the State Contract with Post Masters

0061= IDOA's Business Unit

000001 = Department Number

If there are questions or concerns about charges that took place on or after July 1st, please direct them to Teresa Salemi-Gumiran, Post Masters at 317-972-1000 or at teresag@awrcusa.com.

Thank you,



Courtney Everett

Deputy Auditor of Finance

Office of State Auditor Tera Klutz

200 W. Washington Street Suite 240

Indianapolis, IN 46204

p: 317.233-9817 | e: CEverett@auditor.IN.gov

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