**Procedures for Keeping Track of Stamps for Suspension Letters**

You have been assigned stamps for the purposes of mailing out suspension letters. It is your responsibility to maintain accurate records that will be subject to audit at any time and will eventually be submitted to the Business Office when you need to replenish your stamps.

* Stamps need to be maintained in a locked safe or drawer at all times.
* Every time you use a stamp, make a copy of the suspension letter and put it in a folder. This will become your detail. It is important that you remember to do this every time because this will be submitted to the Business Office when it is time to request new stamps.
* **Time Sensitive Item/Exception:** when students from districts that are NYSAA students but are not taking the NYS Assessment Tests and they have answer sheets that need to be returned to districts along with verification letters that the districts received these answer sheets.
* When you need to request more stamps, fill out the attached form and send it to Sheri Kershner along with a copy of all the suspension letters you have.
* At any point in time, the number of stamps you have plus the number of suspension letters you have, must equal the total number of stamps you were given. This detail may be requested at any time by the Business Office.

**Stamp Documentation/Request for Suspension Letters**

OCM BOCES Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Submitting Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Post Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Starting **#** of Stamps: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**#** of Suspension Letters Attached: ( **-** ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remaining **#** of Stamps: ( **=** ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have used the stamps for the sole purpose of mailing out suspension letters and/or other time sensitive items.

Describe time sensitive item(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The information above is an accurate recording of the stamps I was given.

Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Code to be charged for New Stamps: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**#** of Stamps Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost per Stamp: **$**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL Cost: **$**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_